



Thomas Whitehead CE Academy

POST: Pre-School / Nursery Assistant

Term time only.

Responsible to: Early Years Leader

Core Purpose: Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of children in order to support their learning and development and to ensure their safety.

To support the academy in securing effective education for all pupils and the continuous improvement of teaching and learning.

Purpose of the job:

- To assist in the day-to-day running of early years provision.
- To provide a high standard of physical, emotional, social and intellectual care for the children attending early years.
- To provide a stimulating and varied programme of play and learning opportunities.
- To ensure the safety and well-being of the children.
- To undertake a key worker role with specific children.

Main duties and tasks:

- To support the work and beliefs of the pre-school and school by helping create an environment that promotes inclusion, open, and equal opportunities for all children and adults.
- To be responsible for and actively promote the welfare of all children within Thomas Whitehead CE Academy by following all the safeguarding policies and procedures.
- To follow and implement the statutory standards as outlined in the 'Statutory Framework for the Early Years Foundation Stage DfE 2014' alongside all other school policies.
- To ensure that any information received concerning the children, staff or academy is kept confidential at all times.
- To ensure high standards of hygiene and safety are maintained at all times for children, staff and the environment.
- To actively encourage all children's progress in all areas of development, types and stages of play, by interaction and extension of play activities both inside and outside.
- To work as part of a team and support colleagues in the school, ensuring good team working relationships. This includes, when necessary, working collaboratively with external agencies to promote the best interests of the child.
- To encourage the participation and involvement of all parents and carers of children attending early years.

- To be responsible for keeping the individual record file for each of the children in the key worker group.
- To assist in the setting up and clearing away of all activities and equipment both inside and outside.
- To be involved in curriculum planning and record keeping as requested.
- To attend staff meetings as requested.
- To attend and complete training as requested.
- To be flexible with the working practices of the pre-school and school.
- To be prepared to help when other areas of the pre-school and school may be short staffed, or with domestic duties or other duties as specified by the pre-school manager and senior leadership team.

People and Relationships:

- Sustain effective, positive relationships with all staff, pupils, parents, hub board members and the local community
- Encouraging moral and spiritual growth and civic and social responsibility amongst pupils
- Managing innovation and change
- Working collaboratively
- Manage and develop effective working relationships with the Headteacher and senior leaders in the academy

Key Organisational Objectives:

- The Post holder will contribute to the academy's objectives in service delivery by:
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the academy's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are

successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Signed.....
(Employee)

Signed: **(Line Manager)**

Date:

The academy reserves the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of Thomas Whitehead CE Academy are successfully achieved.

The class teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the class teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.