

# Job Description

**Post:** Nursery Teaching Assistant  
**Responsible to:** Class Teacher/EYFS Phase Leader/Headteacher

## Core Purpose

- To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards.
- The Nursery Teacher or Lead Professionals are responsible for planning the overall policy and curriculum, and the Nursery Teaching Assistants are given some responsibility for contributing to planning part of the programme and are to play a full part in its implementation.

## Responsibilities

- Share responsibility for safety, health and welfare of children at all times
- Ensure all children have access to the full curriculum
- Relate well to children
- Guide the development of children's social behaviour and attitudes
- Meet the physical needs of children encouraging good standards of personal hygiene whilst promoting independence
- Frequently supervise children on activities without a teacher present including outdoor activities
- Observing and assessing children's development and progress
- Keeping accurate records of observation, assessment and development of children
- Acting as a key worker for a group of children
- Organising materials and equipment for use within the nursery
- Sharing responsibility for care and maintenance of resources and equipment
- Assisting in preparation and clearing up of activities and encouraging children to help
- Sharing responsibility for board displays
- Contributing to curriculum development ensuring a stimulating environment
- Taking responsibility for specific pre-planned activities
- Taking on other tasks such as Play/Lunch Time supervision
- Attend staff and planning meetings as and when required
- Encourage parents and carers to be involved in the setting and their children's learning
- Establish good relationships with parents and carers
- Build up a trusting relationship with parents/carers of key worker group
- Take part in home visits when appropriate and required
- Support the aims and policies of the setting
- Promote the ethos of the setting at all times
- Be familiar and assist with any medical or toiletry routines as necessary.
- Any other duties that may reasonably fall within the scope of the post but not specified
- Undertake paediatric first aid training

# Person Specification

Nursery Teaching Assistant

	Essential	Desirable
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Right to work in the UK	*	
<b>Knowledge/Qualifications and experience</b>		
Full and relevant Early Years Level 3 qualification	*	
Suitable literacy and numeracy qualifications		*
Evidence of additional qualifications suitable to Early Years Educator role		*
Graduate qualification		*
Experience of working with and supporting children with a range of educational needs	*	
Experience of working and supporting children of a variety of ages	*	
Intermediate knowledge of ICT		*
Awareness of Keeping Children Safe In Education	*	
Basic knowledge of Health and wellbeing, safety and child protection	*	
Understanding of the Schools Ethos and Values	*	
Understanding of Data Protection and confidentiality	*	
Basic knowledge of First Aid		*
Understanding of the development of EAL learners		*
Understanding of the development of SEN learners		*
<b>Skills , abilities and personal attributes</b>		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	
Ability to solve problems, use initiative and find solutions	*	
Active listener	*	
Good communication (written and verbal)	*	
Highly motivated	*	
Commitment to promote and support the aims of REAch2	*	