

## Central Bedfordshire Council

### Job Description

Job Title:	Nursery Assistant
Type of Workplace:	Mainstream school
Responsible To:	Nursery Manager/Nursery Room Leader/Headteacher/SENCO
Job Purpose:	Under the direction of Nursery Manager/Room Leader, to assist with the care of individual or groups of pupils, to support their learning and development and ensure their safety.

#### Main duties and responsibilities:

##### Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other **requirements depending on the pupil's special needs and, wherever possible,** make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the activities in which they are involved.
4. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the Nursery Manager/Nursery Room Leader.

##### Support for Nursery Manager/Nursery Room Leader

1. To assist in the efficient preparation, maintenance and use of Nursery materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc)
2. To assist with activities in the **room to support pupils' learning and** development.
3. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the experience

4. To assist with record-keeping on pupils as required, including information on pupil progress.
5. To assist the Nursery Manager/Nursery Room Leader in delivering IEPs, as necessary.

### **Support for the Nursery/School**

1. To work effectively with colleagues as part of a team; at all times working **within the school's policies and procedures.**
2. To assist in the general efficient operation of the school/Nursery, including providing cover for other support staff where necessary and as directed by the Manager.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities (where necessary).
4. To maintain confidentiality at all times in respect of school/Nursery-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Nursery Manager/Nursery Room Leader.