

Scale 10 Job Description

Nursery Support Assistant

(SUPPORTING AND DELIVERING LEARNING)

Hours: 20 per week (52 weeks per year)

Responsible to: Head Teacher / Early Years Phase Leader

STROUD GREEN



MAIN PURPOSE OF THE JOB

To be a member of the nursery team contributing to the supervising and supporting of children's learning experiences in Early Years. To contribute to the provision and maintenance of a healthy, safe and stimulating environment. To maintain professional links with parents/carers and other professionals in the setting. To support and supervise planned learning activities on an individual or small group basis.

SUPPORT FOR PUPILS

- To supervise and interact with an identified group of children to support children's emotional well-being and learning.
- To support and supervise groups of children on planned learning experiences across all areas of learning, in both indoor and outdoor learning areas.
- To be aware of any particular health problems of a child and with the knowledge of other Early Years Educators and following appropriate training, and if willing, to give necessary regular treatment of medication with the written consent of the parent/carer.
- To foster children's language development, and where appropriate, encourage and support the use of home languages.
- To foster children's independence, self-reliance and confidence.
- To support children to develop personal care skills including toileting, feeding and washing.
- With guidance to support children with a variety of Special Educational Needs (SEN) within the classroom environment.
- To undertake to clean and change any child in the Early Years Foundation Stage with Special Educational Needs as part of the daily routine of that child or other children of the Foundation Stage as the need arises.

SUPPORT FOR TEACHERS

- With guidance and support ensure that children with special needs are fully integrated into the class and to ensure that the requirements of the Disability Discrimination Act and the borough's inclusion policy are implemented.
- To maintain effective, professional relationships with colleagues, eg: Class Teachers, Administrators and Early Years Practitioners.
- To follow the schools/Nursery policy on behaviour management amongst the pupils, both on the premises and when engaged in school activities elsewhere in line with the school's/Nursery behaviour management policy.
- Work with and supervise children both inside and outside as required helping to provide healthy snacks/milk during each session and during lunchtime meals as appropriate.
- To attend and contribute to staff meetings and training
- To be familiar with school policies and help ensure their implementation.
- To implement the School's equal opportunities policy fully, and to work actively to overcome discrimination and stereotype.
- To render basic first aid within the EYFS as appropriate.
- To be aware of Child Protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated Child Protection Officer.
- To maintain effective and professional relationships with parents/carers,

SUPPORT FOR THE CURRICULUM

- Sharing in making decisions and recommendations about practice and organisation of space to maximise the achievement of all children.

- To contribute to the selection, making and maintenance of resources.

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs. (Support Staff Performance management Policy)

STROUD GREEN



NURSERY SUPPORT ASSISTANT

Person Specification

Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age in a learning environment
Qualifications/Training	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths • Training in relevant learning strategies e.g. literacy • Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
Knowledge/Skills	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Full working knowledge of relevant polices/codes of practice/legislation • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Good understanding of child development and learning processes • Understanding of statutory frameworks relating to teaching • Good organisational skills • Ability to support colleagues • Constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to the implementation of the school's equal opportunities policy
Continuing Professional Development	<ul style="list-style-type: none"> • Willingness to undertake additional training/staff development as appropriate • Ability to reflect on your own professional practice