

## Role Profile: Nursery Assistant

### Purpose

Under the direction of the Head of Nursery School, provide a safe and caring environment for all Nursery pupils and ensure smooth running of wraparound club within the Nursery school.

### Key Accountabilities

#### Main Duties

To support individuals and groups to help them learn.

- To establish an effective and purposeful learning environment in partnership with other colleagues
- To effectively support the delivery of the EYFS curriculum ensuring that the individual needs and interest of children in the setting are met
- To support teachers in assessing the needs of individual children
- To observe, record and feedback information on pupil performance.
- To assist the children with intimate care needs

#### Other Key Aspects of the role

- To plan, lead and facilitate group activities creating material for EYFS curriculum delivery
- To plan and lead one to one teaching and intervention
- To promote inclusion of all the pupils in the school, including those with physical, learning and behaviour difficulties
- To assist with behaviour management within and outside the classroom
- To work with other practitioners to implement Individual Education Plans and develop resources for pupils who have: English as a second language, speech or language impairments or behaviour that interferes with learning and relationships
- To assist pupils' social development, progress and achievement outside the classroom
- Administering first aid if required
- Undertaking other such specific duties that may from time to time be reasonably assigned by the Head of Nursery
- To assist in creating vibrant and tidy learning environments undertaking domestic duties where appropriate
- To coordinate activities during the school holiday fun club

#### Wider School Support

- To supervise pupils in the playground and at meal times when directed including serving breakfast, tea and setting up eating area

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	Excellent interpersonal skills including the ability to develop effective relationship with children, staff and parents.  To work flexibly and as part of a team	
<b>Qualifications</b>	Level 3 Childcare qualification NVQ L3 or equivalent	Paediatric First Aid Qualification
<b>Experience</b>	Previous experience of working with children in any setting.	Knowledge of Child protection issues and knowledge of health and safety and welfare issues within a childcare environment is essential

## Key Stakeholders:

**Internal** - Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

**External** - Parents, and other external agencies as required

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....