

Role Profile: Nursery Nurse/EYFS Teaching Assistant

Purpose

To work under the direction of the Early Years Lead to provide support for pupils through curriculum learning and pastoral care, as well as offering general support to the school and any designated teachers within the Early Years setting.

Key Accountabilities

- Assisting in the educational and social development of pupils, under the direction and guidance of the Early Years Lead
- Working with individual pupils or small groups on individual/group targets
- Planning and delivering Literacy and Numeracy learning to key groups with reference to the Read Write Inc. and Abacus schemes
- Completing Interactive Learning Diaries to update parents of the progress of pupils in key groups
- Assisting in the implementation of any Individual Education Programmes for children, and helping to monitor their progress
- Providing support for individual children both inside and outside of the classroom, to enable them to fully participate in school activities
- Working with other professionals, such as speech therapists and occupational therapists, as necessary
- Assisting the Early Years Lead in maintaining appropriate pupil records
- Supporting children with emotional or behavioural problems, and helping to develop their social skills
- Supervising larger teaching groups within the Early Years setting on occasions when work has been set by colleagues
- Assisting in preparing the classroom for lessons, tidying up and keeping the classroom in good order, both during and at the end of the lesson
- Working across the Early Years and Pre-Prep setting as required, in performing appropriate tasks relating to the skills and abilities of the member of staff (this might include curricular and extra-curricular and extra-curricular activities such as cooking, arts and crafts, etc.)
- Preparing and presenting displays of children's work
- Preparing displays as requested by the Early Years Lead and relating to topics of study, class rules, etc.
- Supporting the Early Years Lead in photocopying and other tasks in order to support teaching
- Assisting with the preparation of materials for activities under the direction of the Early Years Lead
- Setting a good example in terms of dress, punctuality and attendance
- Attending team and staff meetings as required
- Being proactive in matters relating to Safeguarding and Health and Safety
- Undertaking professional duties that may be reasonably assigned by the Headteacher

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
Skills	<ul style="list-style-type: none"> • Enthusiasm for and experience of working within an Early Years setting • Clear evidence of an ability to teach Kindergarten children • An understanding of how to engage with school data • An ability to communicate effectively with parents, children and staff in a variety of ways • An ability to think originally and creatively, and to show initiative • An understanding of and a commitment to the ethos of the school as a community • Good administrative abilities and ICT skills • An ability to cope with a busy working day and a varied programme of teaching • A sense of humour • Evidence of the ability to work as a member of a team • High standards of professionalism • Warmth, sensitivity and understanding of pastoral care needs • Clear understanding and knowledge of current issues related to Early Years teaching 	
Qualifications	<ul style="list-style-type: none"> • Qualified Nursery Nurse to Level 3 (minimum) 	<ul style="list-style-type: none"> • Courses of further study relevant to the post • Qualifications in additional areas of interest • Evidence of involvement in personal CPD

Experience	<ul style="list-style-type: none"> • Experience of working within an Early Years setting 	
Other	<ul style="list-style-type: none"> • Excellent attendance record • High standards of professionalism • Warmth, sensitivity and an understanding of pastoral care needs • A concern for the reputation of the school • An ability to contribute to extra-curricular activities • Ability to respond flexibly and adapt to changing and challenging circumstances • Ability to maintain strict confidentiality of information received and process as part of the job role • Ability to set and maintain high standards • Ability to project a professional image for the school • Willingness to undertake appropriate training 	

Key Stakeholders:

Internal – Students, Colleagues

External – Parents, Wider Cognita Team

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: