

JOB DESCRIPTION

Job Title
Nursery Assistant
Salary Range
2-2 (Grade B)
Line Management Responsibility
None
Line Manager
Nursery Manager
Base Location
Nursery
Purpose of Role
To work with children, as part of a professional team, on education and social development and to provide a high quality of care.
Key Accountabilities
<ul style="list-style-type: none"> • Work with individuals or small groups of children, under direction. Support behaviour management and development. • Establish and build positive relationships with parents / carers. • Contribute to the planning and development of learning activities. • Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs. • Work with external agencies. • Contribute to observation and assessment procedures. • Update children’s records. • Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean. • Attend to children’s personal needs such as eating, dressing and hygiene, as required, whilst encouraging independence. • Have key worker responsibilities for particular children. • Demonstrate duties to apprentices and /or mentor new staff. • Undertake accompanied home visits.

Knowledge and Experience

- Have knowledge of procedures for supporting learning and play activities, including adapting activities to suit needs of early year’s pupils.
- Hold a full and relevant Level 2 qualification in childcare and Education.
- Experience of working in an early years setting
- Basic child development and an awareness of good childcare practices

Personal Qualities

- Can work under the direction of a teacher/ early years professional, making decisions about own work supporting children; more complex decisions are referred to senior staff.
- Can resolve problems in relation to learning and play activities.
- Has the ability to switch between tasks where work is regularly interrupted.
- Can communicate with early year’s pupils to encourage social, educational and physical development and acceptable behaviour.
- Is able to exchange information with other staff, parents/ carers.
- Tactful and discreet, with the ability to maintain confidentiality at all times.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

Expected Outcomes

- Contribute to the development of learning activities to suit needs of individual and groups of children.
- Assemble and clear away equipment.
- Responsible for the careful and safe use and cleanliness of equipment and consumables.
- Record activities, maintain and update confidential pupil records.
- Demonstrate own duties to new or less experienced staff.
- Responsible for leading and adapting practical learning and play activities for individual or small groups of children.
- Provide assistance to children on social, welfare and health matters and provide support to the teacher on behaviour management of children.

- Support emotionally demanding behaviours and situations as a result of attending to pupils personal needs and assisting with behaviour management.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.