



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Nursery Assistant - Casual

GRADE: South Tyneside Living Wage

RESPONSIBLE TO: Senior Nursery Officer

This post is employed by the Early Years, Children's Centres and Childcare Service. Whilst employees are allocated to a base for the majority of the working week, employees are expected to be flexible across the Service and may be required to relocate either temporarily or permanently to an alternative base.

Overall Objectives of the Post:

To work as part of a multi-disciplinary team to provide support to children and staff under the general direction of the Senior Nursery Officer, across Children's Centre Clusters.

Key Tasks of the Post:

1. *You will provide care, guidance and support to children. You will:*

- Undertake activities with direction from the early years staff, with either individuals or groups of children ensuring their safety.
- Carry out observations on children's learning to inform individual plans.
- Carry out adult directed activities whilst promoting independent learning.
- Have a working knowledge of the EYFS framework and relate it to the activities provide.
- Work to establish a supportive relationship with the children.
- Encourage acceptance and inclusion of children with special needs.
- Promote and reinforce children's self esteem and promote a caring environment in which children are nurtured and educated.
- Support children at meal times.

2. *You will provide support to the Nursery Staff. You will:*

- Monitor individual children's needs and act as Key Person for children, specifically those at CAF level 1 and 2.
- Have up to date knowledge regarding Child Protection and Safeguarding protocols and pass on your concerns to Senior Nursery Officer.
- Keep daily records of the children's activities as required by the centre.
- Be computer literate and be competent to use a PC or Laptop with associated software packages.

3. You will provide support to the nursery. You will:

- Be aware of the Centre's policies and procedures.
- Be aware of confidential issues linked to home/child/staff/Centre work and keep confidence as appropriate.
- Be accountable for performance outcomes for children and families, assisting with detailed reports when required.
- Support the Centre Manager during the Ofsted Inspection process.
- Attend and participate in relevant meetings as required of which a minimum of 3 per year will be held out of working hours: time off in lieu will be allowed by agreement with Line Manager.
- Undertake any other centre duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

All employees may be expected to act as 'key holder' for their base and to be responsible for opening /locking up on a daily basis, or as a temporary cover for a colleague.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KD/CL

Date: 17.05.16