

Grangetown Primary School - Job Description



Post:	EYFS Nursery Nurse/Teaching Assistant (2 yr old, and 3 yr old provision)
Qualification required:	Full and relevant EYFS qualification at Level 3. See: www.gov.uk/guidance/early-years-qualifications-finder
Salary:	Grade 2, Points 15-17 (£17,972 - £18,672). Pro rata – term time only. Pay award pending (April 2019).
Hours of work:	20 hours per week, as follows: Post 1 (2 year old provision) Monday to Friday, 8.30am – 12.30pm Post 2 (3-4 year old provision) Monday to Friday, 8.30am – 12.30pm
Responsible to:	EYFS Key Stage Leader / Nursery Teacher.

Overall purpose of the role

- To work as part of a team to provide a high standard of physical, emotional, social and intellectual care for children in our nursery, matching the needs of the children in our 2 year old provision (Post 1) and our 3-4 year old provision (Post 2)
- To support children to achieve their potential through providing a wide range of developmentally appropriate, stimulating learning experiences and opportunities
- To work as part of our EYFS team to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnerships with parents to enable children's needs to be met.

Duties and Responsibilities

- Establish and maintain strong relationships with a group of nursery children
- Support the development of a high quality, stimulating environment
- Prepare and lead a programme of play activities suitable to the children's stage of development (planned, overseen & supported by our Nursery teacher)
- Supervise and support children throughout the day
- Ensure that snack-times and mealtimes are a time of pleasant social sharing
- Undertake duties in connection with personal hygiene and welfare of pupils
- Promote children's social & emotional development & contribute to their health & well-being
- Maintain an awareness of children's needs and targets
- Contribute to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher

- Monitor children's progress effectively and share information with parents, carers and other key adults in the child's life
- Liaise closely with the other Nursery staff
- Develop strong relationships with parents/carers and other family members as appropriate
- Assist in the daily setting-up of equipment and resources
- Oversee the care and cleanliness of the teaching environment, equipment and materials.
- Work flexibly within the setting and be prepared to help where needed, including carrying out domestic tasks such as the preparation of snacks, & the cleansing of equipment, etc.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds, and being committed to raising their educational achievement.
- Treating pupils consistently, with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful and positive learning environment.
- Working collaboratively with colleagues as part of a professional team; carrying out all roles effectively; knowing when to seek help and advice from colleagues.
- As a staff member, to understand your responsibilities in terms of safeguarding and child protection; being able to identify concerns & follow all safeguarding procedures
- Reflecting upon and seeking to improve professional practice.
- Adhering to all school policies, including the school's code of conduct for staff
- Having due regard to confidentiality, child protection procedures, health and safety, and data protection (training in all of these areas will be provided).
- Ensuring that excellent standards of safety, hygiene and cleanliness are maintained at all times.
- Recognising equal opportunities issues as they arise and responding effectively, following the school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.
- Being an effective role model for the standards of behaviour expected of pupils.

Additional Information

- The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- The post holder must act in compliance with data protection principles and procedures in respecting the privacy of personal information held by the school, as set out in our Data Protection/GDPR Policy.
- The post holder must carry out their duties with full regard to the School's Equal Opportunities Policy, Child Protection Policy, Health and Safety Policy, and Staff Code of Conduct. All relevant Policies will be provided on appointment.
- The post holder may be required to undertake other reasonable duties within the level and remit of the post, as requested.
- The work of schools changes and develops continuously, which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks. This job description may be amended at any time following discussion between the Headteacher and the post holder.