**Employer:** Burnopfield Primary School

**Post Title:** Nursery Assistant Apprentice - Level 3

**Responsible To:** The Head teacher, under the day-to-day management and leadership of the Head teacher and Nursery Teacher.

**Job Purpose/description:**

* To work under the instruction/guidance of Nursery Teacher and support in the quality of learning and teaching to raise standards of achievement for all pupils.
* To encourage the participation of all pupils in both social and academic processes of the school, enabling pupils to learn independently.
* To undertake work/care/support programmes to enable access to learning for pupils and to assist the teachers.
* An 18-month post working towards the completion of specialist support for teaching and learning in schools.

**General duties and responsibilities:**

* Work in partnership with teachers, staff and other professional agencies to provide effective and smooth support with learning activities for the pupils.
* Under supervision and guidance of the class teacher, plan, provide and support learning activities for children aged 3-4.
* Complete assessment records and observations as appropriate.
* Adhere to and support all school policies and procedures.
* Ensure Health & Safety and hygiene is to a high standard.
* Carry out cooking and domestic duties if and as necessary.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress.
* Support the inclusion of all pupils and their emotional and social well-being and report to the teacher as appropriate.
* Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

**Support for the school- comprehensive training will be provided to enable the apprentice to work progressively towards these aspects of the role.**

* Be aware of and comply with policies and procedures relating to safeguarding/child protection, accessible use/social media, confidentiality and data protection, reporting all concerns to an appropriate person.
* Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements and safeguarding and data protection.
* Contribute and abide by the overall ethos, work and aims of the school.
* Participate in training and other learning activities and performance development as required.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above list is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher or senior staff.