



# South Tyneside Council

## BUSINESS AND RESOURCES

### JOB DESCRIPTION

**POST TITLE:** Busy Bees Nursery Assistant

**GRADE:** South Tyneside Living Wage

**RESPONSIBLE TO:** Centre Manager

#### Overall Objectives of the Post:

To work as part of a multi-disciplinary team to provide support to children, staff and the nursery under the general direction of the Access to Services for Children and Childcare Co-ordinator.

#### Key Tasks of the Post:

**1. *You will provide support to children. You will:***

- Undertake activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional, social and educational/intellectual development.
- Carry out pre-determined activities and work programmes whilst promoting independent learning.
- 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.

**2. *You will provide support to the nursery staff. You will:***

- Monitor individual children's needs and report and record these as appropriate.
- Keep records of the children's activities as required by the pre-school nursery.

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

- Be aware of the nursery's policies and procedures.
- Be aware of confidential issues linked to home/child/staff/nursery work and keep confidences as appropriate.
- Undertake any other nursery duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

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: GH/KDS

Date: 20/11/2018