

Holme Grange School



Job Description Nursery Assistant

Holme Grange School

As a Nursery Assistant at Holme Grange School you will be warm yet demanding. You will be a key member of the early years' team and be responsible for delivering high quality care and learning opportunities for children based on their needs and interests.

This is a rare and exciting opportunity.
The successful candidate will:

- Be true to Holme Grange Mission Statement
- Foster a home/school partnership of trust; building quality relationships with children and their families
- Be aware of the pastoral commitments the role will require
- Be wholeheartedly committed to the Christian aims and ethos of the school and implement those aims in your work
- Contribute to the ethos of Holme Grange
- Treat all children as in your care and not just in your key working group
- Contribute to the life of the school
- Have a desire to work with an inspirational EYFS team in an outstanding provision.
- To ensure Little Grange is of a high-quality environment to meet the needs of individual children from different cultures and religious backgrounds, and stages of development
- To be aware of the high profile of Little Grange and the Holme Grange School and to uphold its standards at all times.
- The Nursery Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post
- This post is from 8.15am to 16.15pm during term time and will involve taking responsibility for the after-school tea/ care activities with two nights per week to finish at 6.00pm.
- Candidates are required to have or express a desire to work towards a minimum NVQ2 qualification or NVQ3

Key Role / Functions

The successful candidate will work under the guidance of the nursery manager and Head of Pre-Prep to:

- Encourage learning and development, through play and teaching.
- Create a secure environment, using imagination to help children to learn.
- Work with parents to support their children.
- Enable children to build their literacy, language and numeracy skills.
- Monitor progress through use of Tapestry

- Be involved in planning educational games
 - Planning together opportunities to motivate and engage pupils
 - Help children prepare for transition into a classroom environment
 - Help build children's independence when carrying out daily tasks
 - Create the right balance between activities and down time
 - Help develop children mentally, socially and emotionally
 - contribute to a high standard of physical, emotional and intellectual care for children in the nursery
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Responsible to:

The Nursery Manager and Head of Pre-Prep

Hours of Work:

8.15am to 16.15pm to include two nights until 6pm to cover after school provision. Hours include 30 minutes unpaid break for lunch. Term Time only.

Specific Duties and Responsibilities

1. Support for Pupils

- To promote pupils' development in a safe, secure, challenging environment
- To have regard for the safety and well being of the pupil at all times
- To meet the needs of the pupil whilst encouraging independence wherever possible.
- To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible
- To participate in pupils' play and extend and stimulate language through conversation
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
- To encourage pupils to interact with others and engage in activities led by an adult
- To ensure that mealtimes are a time of pleasant social training
- To assist in the supervision of pupils on outings and visits

2. Support for Teachers

- To liaise with Nursery manager regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested, keeping a proper record of achievement file on your key children
- To provide clerical support e.g. photocopying, filing, receiving and passing money to the school secretary
- To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self control and independence

- To be flexible within working practices of nursery. Be prepared to help where needed, including the preparation of snack meals, cleansing of equipment etc.
- Record accidents as per policy
- To ensure children are collected by authorised people only.

3. **Support for the School**

- To attend out of working hours activities e.g training, summer fete, Open Days, Concerts and Speech Days etc. (advance notice is always given of these events)
- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues
- To assist with the general supervision of pupils during breaktimes and/or when required
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher
- To be a proactive member of the school and class team
- To attend relevant professional development to update knowledge

4. **Support for the Curriculum**

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the SMT to reflect or anticipate changes in the job which are commensurate with the salary and job title.