

**Job Description**

# **Nursery Support Assistant**

**JOB PURPOSE**

* To work with and support the teaching staff at the school in connection with the care and education of all pupils attending.
* To be a positive team member under the direction and leadership of the Nursery teacher
* To use the skills and expertise gained during training to complement those of the teacher and enable pupils to maximise learning and learning behaviour potential.

**DUTIES AND RESPONSIBILITIES**

1. To be involved with the teacher in the development and delivery of all areas of the curriculum including planning, preparation, resource management, computers, individual education plans and assessment;
2. Work with individuals or small groups of children at a directed task.
3. Encourage independence, self-help skills and good standards of personal hygiene and care in pupils through social training and modelling.
4. Assist, when required, with children who require changing following a personal accident.
5. Be actively involved in the assessment of pupils in order to provide effectively for their individual needs, and to assist with record keeping in consultation with the teacher in charge.
6. Participate in the development of home-school liaison including information evenings, parent consultations etc.
7. Liaise with outside agencies when required and contribute to reports submitted as necessary.
8. Offer care and attention to pupils when they are unwell according to school policy and practice.
9. Offer comfort and support to pupils who are unsettled or distressed.
10. Encourage good learning and behaviour through positive behaviour management strategies.
11. Accompany groups of pupils on off-site visits.
12. Supervise pupils at play in the outdoor area on a rota or otherwise basis.
13. Provide clerical and administrative support, eg photocopying, filing.
14. Prepare and routinely maintain classroom materials/resources/displays, assist pupils in their use, clear up afterwards and display pupils’ work.
15. Play an active part in the training of students from educational institutions.
16. Ensure quality of opportunity and inclusion practices.
17. Act using own initiative.
18. Attend relevant training and professional development opportunities at school or through the LA.
19. Follow school/LA policy and practice.
20. Keep abreast of change in own field of expertise, the School Development Plan, DfE guidance and LA guidance.
21. Take responsibility for own professional development and keep abreast of school communication strategies.
22. Undertake any other duties which may be reasonably required by the teacher in charge.

**HEALTH AND SAFETY**

We are conscious of our duties to ensure that work is undertaken in a safe and secure environment, following the Prevent agenda. This is regularly managed and monitored by representatives of the school and the Governing Body.

**EQUAL OPPORTUNITIES STATEMENT**

Our diversity is our strength and a workforce that reflects our diverse society commits us to providing services to our many different communities. We will not discriminate on any grounds.