

Nursery Assistant

Job Description

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Purpose of the job

Under the direction of the Headteacher, Early Years Leader, or Class Teacher, to support the care, learning, and development of children in the Early Years Foundation Stage (EYFS), providing a safe, stimulating, and inclusive environment that enables every child to achieve their full potential socially, emotionally, physically, and academically.

Key areas of responsibility:

Supporting Pupils

- Provide a safe, caring, and stimulating environment for all children.
- Support children's personal care needs, including toileting, hygiene, and dressing where appropriate.
- Promote children's emotional wellbeing, helping them to feel secure, valued, and confident.
- Encourage children's independence, self-esteem, and social interaction.
- Support children during both structured learning and play-based activities.
- Observe, monitor, and record children's development and progress in line with EYFS requirements.
- Provide feedback to children through encouragement, praise, and positive reinforcement.
- Support children with additional needs, ensuring inclusion and appropriate access to learning experiences.
- Model positive behaviour and relationships at all times.

Supporting Teaching and Learning

- Assist in the planning and delivery of engaging and developmentally appropriate activities, in line with the EYFS framework.
- Help prepare, set up, and tidy learning environments, both indoors and outdoors.
- Support the use of play-based learning to develop skills across all areas of development.
- Work with individuals and small groups to reinforce learning.
- Contribute to observations and assessments as directed by the teacher.



- Support early language development, including speaking, listening, and early phonics.
- Maintain accurate records of children's progress as required.
- Promote positive attitudes to learning and good behaviour in line with school policy.
- Assist with displays celebrating children's work and achievements.

Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Good general education (e.g. GCSEs including English and Maths). • Level 2 or Level 3 qualification in Childcare or Early Years (or working towards). • Experience of working with young children (0–5 years). 	<ul style="list-style-type: none"> • Paediatric First Aid qualification. • Up-to-date safeguarding training. • Experience within a school or nursery setting.
Skills & Knowledge	<ul style="list-style-type: none"> • Good understanding of the EYFS framework and child development. • Ability to create engaging and stimulating learning experiences. • Understanding of safeguarding and child protection procedures. • Strong communication and interpersonal skills. • Ability to work effectively as part of a team. • Basic ICT skills to support record keeping and learning. 	<ul style="list-style-type: none"> • Knowledge of supporting children with SEN. • Understanding of early phonics and language development. • Awareness of strategies to support positive behaviour.
Personal Qualities	<ul style="list-style-type: none"> • Warm, caring, and patient approach to working with children. • Positive, enthusiastic, and proactive attitude. • Reliable, flexible, and adaptable. • Ability to build positive relationships with children, staff, and parents. • Commitment to the Catholic ethos and values of the school. 	<ul style="list-style-type: none"> • Active participation in school community life. • Personal faith.
Other Factors	<ul style="list-style-type: none"> • Satisfactory Safer Recruitment Checks • Must show understanding of equal opportunities, principles and practices 	