

Job Description:

Teaching Assistant – Nursery

JOB DESCRIPTION:	Teaching Assistant
RESPONSIBLE TO:	Class Teacher
JOB PURPOSE:	<p>The Teaching Assistant plays a vital role within our nursery, supporting early years education across our diverse nursery setting embedded within the primary school. This role focuses on nurturing and supporting nursery children in a caring, inclusive environment. Working closely with class teacher, the post holder will contribute to delivering high-quality, tailored learning experiences that align with the Trust’s commitment to academic excellence, personal development, and community values. This role is essential in promoting the holistic development of children through a blend of learning and play, ensuring every child’s unique needs are met with compassion, professionalism, and dedication.</p> <p>As an employee within QUEST, staff may be required to work at any school within the group where their specialism can add value.</p>
LIAISING WITH:	Headteacher, Senior Leadership Teams, teachers, support staff, parents/carers
SALARY SCALE:	QUEST Grade B NJC 4 -5
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust’s policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

Supporting Learning and Development

Assist the nursery class teacher in the implementation of tailored learning strategies to support individual children's academic and developmental progress.

Engage children in structured and unstructured learning activities that promote early literacy, numeracy, communication, and social skills.

Facilitate play-based learning that encourages curiosity, creativity, and physical development in line with the Early Years Foundation Stage (EYFS) framework.

Childcare and Intimate Care

Provide sensitive and respectful intimate care to children as required, maintaining the highest standards of dignity and privacy.

Support children with personal care routines, including toileting, feeding, and hygiene needs, ensuring a safe and nurturing environment.

Classroom and Environment Support

Prepare and maintain a stimulating, safe, and welcoming nursery environment that reflects the values and ethos.

Organise and manage learning resources effectively to support planned activities and child engagement.

Other duties

To supervise and provide particular support for pupils/students, ensuring their safety and access to learning activities

Use specialist (curricular/learning) skills/training/experience to support students

To assist with the development and implementation of Individual education/behaviour plans and personal care programmes

To establish constructive working relationships with pupils/students and interact with them according to individual needs

To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom

To promote the inclusion and acceptance of all pupils/students/students

To encourage pupils/students/students to interact with others and engage in activities led by the teacher

To provide feedback to pupils/students/students in relation to progress and achievement under guidance of the teacher

Promote independence and employ strategies to recognise and reward achievements or self-reliance

To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils/students' work

Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans/ learning activities as appropriate

To monitor pupils/students' responses to learning activities and accurately record achievement/ progress as directed.

To provide regular feedback to teachers on pupils/students' achievement, progress and challenges

Support the use of ICT in learning activities and develop pupils/students' competence and independence in its use

To promote good pupil/student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils/students to take responsibility for their own behaviour

To provide clerical/admin support, for example photocopying, collection of money, displays

To undertake exam/test invigilation/support if required.

To assist with the supervision of pupils/students out of lesson times, including before and after school as may be reasonably directed

Assist pupils/students with eating, dressing and personal hygiene, as required, whilst encouraging independence

Provide basic first aid and administer medications in line with Trust policy if required

Helping to develop individual and group learning programmes in response to current and future needs

Working independently to deliver, monitor and evaluate educational plans for pupils/students

Creating positive working relationships and environments conducive to effective learning for all pupils/students

To plan and deliver before and after school learning activities within guidelines set by the school as appropriate

To accompany teaching staff and pupils/students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To undertake Health and Safety Training, Team Teach, Paediatric First Aid and Safeguarding Training as per the school training cycle.

Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with QUEST expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

Job Specification:

Teaching Assistant – Nursery

SKILLS/QUALIFICATIONS

NVQ L2 or equivalent qualification or comparable level of experience

Good level of literacy & numeracy to NVQ L2 or equivalent

Willingness to undertake further relevant teacher assistant training

Experience of working and interacting with children of a relevant age and or learning need

Child-Centred Approach: Demonstrates empathy, patience, and understanding of the developmental needs of young children in a nursery setting.

Communication: Excellent verbal and non-verbal communication skills appropriate for interacting with young children, parents, and colleagues.

Teamwork: Ability to work collaboratively with teachers, support staff, and external professionals to deliver cohesive support for children.

Adaptability: Flexible and responsive to the changing needs of children and the nursery environment.

Practical Skills: Competent in supporting intimate care needs with sensitivity and discretion.

Knowledge of Early Years Education: Understanding of the EYFS framework and the importance of learning through play.

Safeguarding Awareness: Strong knowledge of safeguarding procedures and a commitment to child protection.

Organisational Skills: Ability to prepare and maintain resources and learning environments effectively.

Commitment to Inclusion: Promotes equality and diversity in all aspects of work, ensuring every child's needs are met.

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:

Understanding of the child's individual needs and where to access support and advice

A knowledge of the national/foundation stage curriculum and other basic learning programmes

Understanding of relevant policies, codes of practice and awareness of relevant legislation

Basic understanding of child development and learning processes

Knowledge of basic Health and Safety

Knowledge of how to use relevant equipment/resources/ ICT to support learning

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to communicate with and relate well to pupils/students and adults

Ability to work under supervision and as part of a team

Ability to work in accordance with the Trust's Safeguarding and Health & Safety policies

Ability to deal with minor injuries

Ability to work as part of a team

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the schools and Trust

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Good timekeeping

Legally entitled to work in the UK

This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Trust.