

JOB DESCRIPTION

POST TITLE: **1:1 Nursery Assistant**

RESPONSIBLE TO: Headteacher but on day to day basis working under the direction of an identified member of the Senior Leadership Team

GRADE: NLW

POSTHOLDER:

GENERAL RESPONSIBILITIES:

Hemblington Primary School is seeking to appoint a caring, committed and professional **1:1 Nursery Support Assistant** to join our Early Years team and provide dedicated support for a child within our nursery provision.

This rewarding role involves working closely with a child to support their learning, development, wellbeing and inclusion, ensuring they are able to access all aspects of nursery life in accordance with the outcomes and provision detailed in their **Education, Health and Care Plan (EHCP)**.

The successful candidate will play an important role in helping the child develop independence, participate fully in play-based learning and build positive relationships within the nursery environment.

As part of the role, the successful applicant will receive specialist medical training to safely administer feed, fluids and medication via the child's gastrostomy throughout the nursery day, ensuring they remain hydrated and their medical needs are met. The postholder will be expected to follow the child's EHCP, healthcare plan and associated care plans at all times. No previous experience of gastrostomy care is required, as full training and ongoing support will be provided.

MAIN DUTIES AND RESPONSIBILITIES:

1. To support the nursery team in providing a safe, caring and stimulating environment for all children.
2. To assist in the delivery of a high-quality play-based EYFS curriculum that supports children's learning, development and wellbeing.
3. To support the health, safety and welfare of the child.
4. To contribute to creating a welcoming and inclusive environment for children

and families.

5. To support practitioners in observing children's learning and contributing to child's learning journeys and next steps.
6. To support the implementation of planned activities and experiences that extend children's learning and development.
7. To help maintain engaging indoor and outdoor learning environments that encourage independence, exploration and curiosity.
8. To support children's language, social and emotional development through positive interaction and play.
9. To work flexibly across EYFS provision to meet the needs of the setting.
10. To follow nursery and school policies and procedures including safeguarding, health and safety and behaviour expectations.
11. To work collaboratively as part of the wider nursery and school team.
12. To support children's development through engaging, child-centred play and learning experiences.
13. To assist in delivering planned activities that support children's individual stages of development.
14. To support in observing children and contributing to the recording of learning and development.
15. Support his communication needs, by learning his cues to understand his wants and needs and encourage progression of his speech and language skills alongside social interaction. Helping him manage his condition and looking for visual clues of tiredness and exhaustion as the day goes on.
16. To support positive relationships with parents and carers through friendly communication and sharing information where appropriate.
17. Support him with his eating disorder (ARFID) by encouraging him to eat his safe foods in a safe and familiar environment and a knowledge of the challenges he faces around eating and how we can support progression.
18. To attend to children's personal care needs, including supporting toilet training and nappy changing in line with nursery procedures and intimate care policies.
19. To assist with maintaining a clean, safe and organised nursery environment, including cleaning equipment and resources where required.
20. To support the preparation and potentially feed via his Gastrostomy to meet

his dietary needs.

21. To ensure health and safety procedures are followed at all times.
22. To record accidents or incidents in line with nursery procedures.
23. To support supervision of children during indoor and outdoor play and other nursery routines.
24. To attend staff meetings, training and professional development opportunities.
25. To undertake other duties as directed by school leads such as: Nursery Lead, EYFS Lead, SENDCO or Headteacher which are appropriate to the role.
26. To uphold the nursery and school's ethos and maintain a professional approach at all times.

WORKING TIME:

The contracted hours are configured in agreement with the Headteacher:

Working Hours: 18 hours per week

Working Days: Monday, Tuesday and Thursday

Contract Type: Temporary contract until July 2027

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:..... Date:.....

Person Specification – 1:1 Nursery Assistant

Criteria	Essential	Desirable	Evidence
Qualifications & Training	Level 2 Early Years qualification or willingness to work towards a relevant Early Years qualification	Level 3 Early Years qualification	Application form / Certificates
	Basic safeguarding awareness	Paediatric First Aid qualification	Application / Interview
	Willingness to undertake training and professional development	Training in areas such as SEND, speech & language, behaviour support or outdoor learning	Application / Interview
Experience	Experience working with young children (0–5) in an early years, childcare or school setting	Experience working in a nursery or preschool environment	Application / Interview / References
	Experience supporting children’s learning through play	Experience supporting children with additional needs	Interview / References
	Experience working as part of a team	Experience supporting transitions or settling children into a setting	Interview
Knowledge & Understanding	Basic understanding of children’s development from birth to five	Knowledge of the Early Years Foundation Stage (EYFS) framework	Application / Interview
	Understanding of the importance of safeguarding and child welfare	Understanding of inclusive practice and supporting children with additional needs	Interview
	Awareness of health and safety and hygiene requirements in an early years environment	Knowledge of behaviour support strategies in early years	Interview
Skills	Ability to build warm, positive relationships with young children	Ability to support small group activities with guidance	Interview / Observation
	Good communication skills with children and adults	Ability to contribute to observations of children’s learning	Interview
	Ability to work collaboratively as part of a team	Confidence communicating with parents and carers	Interview

	Ability to follow guidance and support planned activities		Interview
Personal Qualities	Warm, caring and patient approach with children	Creativity in supporting play and learning	Interview / References
	Reliable and professional with good attendance		References
	Flexible and willing to support the needs of the nursery and wider school		Interview
	Commitment to safeguarding and promoting the welfare of children		Interview
	Commitment to the ethos and values of the school		Interview