



# Park Lane Primary & Nursery School

Head Teacher: Rob Litten

Deputy Head Teacher: Rachel Bains

Job Title	Nursery Assistant
Reports to	Early Years Lead, SENCO and Nursery manager
Liaison with	Early Years Lead, SENCO, Nursery manager, support staff and pupils.
Job Purpose	<ul style="list-style-type: none"> <li>To work in partnership with the Nursery manager and support staff to provide high-quality learning, behavioural, and emotional support to pupils, ensuring they can access learning, play, develop positive relationships, and thrive both academically and socially in a safe, nurturing environment.</li> <li>Support learning in line with the curriculum as set, codes of practice and policies and procedures for school and Nursery.</li> <li>Support children's social and emotional development</li> <li>To contribute to the personalised toolkit for each individual child to aid their successful transition onto the next stage of their educational and emotional development journey</li> </ul>
Key Responsibilities	<p><b>1. Pupil Support</b></p> <ul style="list-style-type: none"> <li>Work with pupils to support learning and emotional regulation as required at the time.</li> <li>Implement strategies to promote positive behaviour, self-esteem, and resilience.</li> <li>Support pupils in managing transitions and change, both within the Nursery session and across academic stages.</li> <li>Assist pupils with personal care needs.</li> <li>Deliver individualised interventions ensuring records are maintained and next steps planned for as required</li> <li>Ensure the health, safety and welfare of the children at all times.</li> <li>Support with setting up and tidying away activities and resources.</li> </ul> <p><b>2. Learning Support</b></p> <ul style="list-style-type: none"> <li>Support the planning and delivery of engaging, age-appropriate activities in line with the Early Years Foundation Stage.</li> <li>Adapt and deliver learning activities under the guidance of the Nursery manager and Early Years Lead.</li> <li>Support pupils in developing core literacy, numeracy, and social skills.</li> <li>Reinforce and scaffold learning to ensure pupils can achieve to the best of their ability.</li> <li>Help to create engaging, accessible resources to support learning.</li> </ul> <p><b>3. Behaviour and Emotional Regulation</b></p> <ul style="list-style-type: none"> <li>Implement agreed behaviour management strategies in line with school and nursery policy.</li> <li>Support de-escalation techniques and assist in crisis situations where children may become dysregulated.</li> </ul> <p><b>4. Communication and Teamwork</b></p> <ul style="list-style-type: none"> <li>Work closely with the Nursery manager and Early Years Lead, therapists, and external agencies to ensure a holistic approach to pupil support.</li> <li>Share relevant information on pupil progress, challenges, and successes with the team.</li> </ul>

Park Lane, Whittlesey, Peterborough, Cambs PE7 1JB

Tel: 01733 203433

e-mail: [office@parklaneprimary.com](mailto:office@parklaneprimary.com) [www.parklaneprimary.com](http://www.parklaneprimary.com)

Park Lane Primary & Nursery School is operated by Aspire Learning Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 8006711. The Registered Office is at Sir Harry Smith School, Whittlesey



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	<p><b>5. Safeguarding and Wellbeing</b></p> <ul style="list-style-type: none"><li>● Follow the safeguarding procedures for school and Nursery and report concerns immediately to the Designated Safeguarding Lead or Designated Safeguarding Deputy.</li><li>● Promote the emotional wellbeing and safety of all pupils.</li></ul> <p><b>6. Support for Pupils</b></p> <ul style="list-style-type: none"><li>● Develop appropriate positive and supportive relationships with all pupils</li><li>● Have high expectations which stretch, motivate and challenge pupils and promote self-esteem and independence</li></ul> <p><b>8. Support for the Nursery</b></p> <ul style="list-style-type: none"><li>● Liaise with staff and other relevant professionals and provide information about pupils as appropriate</li><li>● Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.</li><li>● Establish supportive and constructive relationships with parents / carers and any outside agencies providing support for the pupils</li><li>● To help support the smooth transition in and out of Nursery each day for the pupils</li></ul>
<p><b>General</b></p>	<ul style="list-style-type: none"><li>● To work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.</li><li>● Comply with individual responsibilities in accordance with the role, for health and safety in the workplace.</li><li>● Ensure that all duties and services provided are in accordance with the Equal Opportunities policy for school and Nursery.</li><li>● The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share in this commitment.</li><li>● To model the values and ethos of the school and Nursery at all times.</li><li>● Attend relevant school and Nursery meetings as required</li><li>● To respect confidentiality at all times</li></ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.</p>

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