



Job Description – Nursery Teaching and Learning Assistant

St Helen's College is committed to safeguarding and promoting the welfare of children and young people and expects all our staff to share this commitment. An Enhanced DBS check will take place prior to appointment. Online searches will be conducted on shortlisted candidates as part of our pre-recruitment checks.

The Nursery Teaching and Learning Assistant (TALA) is expected to support the school's aims and ethos, and to work with the Nursery Manager to raise the learning and attainment of pupils, whilst also promoting their independence and self-esteem. The Nursery TALA gives assistance to pupils, so that they can access the curriculum, participate in learning and experience a sense of achievement, and provides pupils with appropriate pastoral care.

Reporting to:

Nursery Manager, Head of Pre Prep and Head of School

Hours of work:

Monday - Friday 8:00am - 6:00pm on a shift basis (equivalent to 40 hours per week/4 days per week). All year round.

Specific Duties

- Support the Nursery Manager and Room Leaders with the daily operations of the classroom, ensuring high-quality care, safety and educational standards of the Early Years Foundation Stage are met.
- Taking on the role of Keyperson within the classroom.
- Working with pupils either in one-to-one, small group or larger group activities as required, to deliver the curriculum.
- Supporting pupils with their phonics, mathematics and reading development.
- Supporting the Nursery Manager and Room Leaders to plan a range of age-appropriate curriculum activities.
- Preparing the learning environment for daily lessons and activities.
- Monitor, observe and record pupils' progress.
- Maintain strong communication with parents, pupils and the wider staff team.

Professional Conduct and Working with Others

In the same way as teachers, the Nursery Teaching and Learning Assistant is in a position of trust and is seen by pupils as a role model. It is important to maintain proper boundaries with pupils and behaviours should reflect this responsible position. The Nursery TALA is expected to;

- On first taking up appointment, follow through the school's induction programme
- Have proper regard to the ethos, policies and practices of the school as laid out in the terms of the contract of employment and the staff handbook.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the St Helen's College community.
- Have regard for the need to safeguard pupils' well-being by following the relevant statutory guidance along with the school policies and attend further training as required - in particular, safeguarding, first aid, asthma and

anaphylaxis awareness. When trained, provide first aid to children who are injured or ill.

- Be committed to improve their own practice through self-evaluation and awareness.
- Communicate and share their knowledge and understanding of pupils to other staff to inform planning and to update pupil care files as appropriate to accurately inform others of performance/progress or concerns.
- Attend training days and other school events such as Prizegiving, Open Morning, Sports Day, School Concerts and School Fete.
- Support the Nursery Manager and Room Leaders by assisting with the tidiness and good order of the classroom including maintaining and renewing displays.

Knowledge and Understanding

- Ensure that their own knowledge and understanding of the Early Years Foundation Stage is up to date and work with the Nursery Manager and the Senior Leadership Team to identify relevant professional development and attend courses to improve personal and professional effectiveness.
- Demonstrate a level of subject and curriculum knowledge relevant to the pupils they are working with and apply this effectively to support the Nursery Manager, Room Leaders and pupils.
- Demonstrate expertise and skills in understanding the needs of pupils and know how to contribute effectively to the adaption and delivery of support to meet pupils' individual needs.

Teaching and Learning

- Demonstrate informed and efficient approaches to teaching and learning by adopting strategies to support the work of the Nursery Manager and Room Leaders and increase achievement by pupils.
- Work with pupils either on a one to one, small group or larger group as required.
- Contribute to effective assessment and planning in liaison with the Nursery Manager and Room Leaders, subject teachers and SENCo. This may include developing and executing pupil 'My Support Plans'.
- Communicate effectively and sensitively with pupils and their parents to support learning.
- Maintain a stimulating and safe environment by organising and managing the physical teaching areas and resources.
- Assist with the supervision of pupils in the playground, classroom and wider learning spaces and use effective behaviour management strategies consistent with the school's Behaviour Policy.
- Assist with the pupils' personal needs, such as toileting, as necessary in line with the relevant school policies.
- Keep records as directed by the Nursery Manager, Room Leaders or SENCo.
- Encourage in the children, by example as well as instruction, courtesy and good manners.