

Senior Education Teaching Assistant (Nursery Support) - Grade 7

Job purpose

In your role you will work as a member of a multi-disciplinary team, under the leadership of Senior Leader and under the agreed education plan to work with the children in the class/unit/nursery. You will contribute to the holistic development of the children in their care through the provision of a quality Early Years curriculum.

You will effectively encourage a friendly, stimulating environment where positive attitudes are established in a variety of social contexts.

Key areas of responsibility and expectations

- Carry out your duties under the guidance and direction of the Class Teacher and in line with the school's policies, procedures, relevant legislation, and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Develop positive and professional relationships with colleagues, pupils, parents, and work effectively with other professionals, stakeholders and in multi-agency situations.
- Communicate your knowledge and understanding of pupils to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation, and discussion with colleagues as required by Head Teacher.
- Keep your knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with Head Teacher, and identifying relevant professional development to improve personal effectiveness.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.
- Provide short term cover in the absence of the classroom teacher which involves the supervision of pre-set learning activities and working within professional standards.

Teaching Support

- Undertake activities necessary to facilitate the holistic development of individuals and groups of children, those with special needs – including gifted and talented children.
- Record and monitor children's development as required by the school.
- Actively engage in any pre-determined educational activities and work programmes.
- Engage with parents and carers as appropriate.
- Monitor any concerns arising with individual children and report these to their designated supervisor as appropriate.
- Participate in the general care and behaviour management of the children.
- Undertake home visits when required.

- Work with other agencies i.e. Speech Therapist, Hearing and Visually Impaired Services, as required.
- Attend meetings, during contracted hours, relevant to the performance of the post holder and the nursery provision.
- Support colleagues in all aspects of nursery provision as required.
- Undertake relevant training, during contracted hours, to enhance the performance of duties and personal development.

Pupil Support

- Assist in the monitoring and evaluation of practices and procedures as necessary.
- Liaise with team members as required to highlight needs of individual children.
- Supervise the activities of individuals or groups of children to ensure their well-being and safety (inside and outside).
- Participate in promoting a quality curriculum that upholds, established school policies, regarding sensitivity to the needs and requirements of different ethnic and social backgrounds.

Curriculum Support

- Participate in the preparation of equipment and materials for each nursery/unit/class session.
- Participate in the presentation of children's work and the compilation of displays.
- Assist in the maintenance of equipment and materials in the nursery.
- Assist in maintaining stock and resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of services.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Previous childcare experience within a nursery setting.	Essential
Minimum GSCE Grade 4 in English and Maths and NVQ Level 3 ('A' Level) or able to demonstrate equivalent skills.	Essential
A professional qualification applicable to the role (e.g. Level 3 Diploma in Early Years Education and Care).	Essential
Experience of implementing individual educational plans.	Essential
Understanding of child development and aspects of childcare, early education and play work.	Essential
Experience of using IT and appropriate technology to support learning, and to provide accurate recording and management information.	Essential
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Essential
Commitment to ongoing training and development.	Essential
Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential
Experience of assessing the needs of children with a variety of Special Educational Needs.	Desirable

The following criteria's which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.

Ability to provide stimulating play activities appropriate to the needs of the children.
Ability to communicate effectively, sympathetically, and confidentially at all levels, with colleagues, pupils, parents, and external agencies.
Ability to effectively use IT and appropriate technology to support learning, and to provide accurate recording and management information.
Understanding of sensitivity to the needs of parents in supporting their own children.
Ability to work on own initiative and make minor decisions.
Understanding of Child Protection, safeguarding policies and procedures.
Ability to work as a member of a planning team to contribute to development programmes.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and remit of the job.