



Manor Fields Primary School



JOB DESCRIPTION

Job title:	Nursery Support Staff
Reports to:	Assistant Headteacher, Class Teacher
Contract Type:	Full time, permanent
Location:	Manor Fields Primary School
Date:	February 2026

Main Purpose of the Role

The main purpose of support staff is to support and assist the Nursery with the educational, physical and social needs of pupils under the direction of the Headteacher and class teacher. Providing support to teachers in the management of pupils' learning and caring for students with complex needs.

Support staff will work to enable pupils to thrive in our school environment as well as contributing to the wider success of the school.

Duties and Responsibilities

Pupils

- To establish and maintain constructive relationships with all pupils, providing a positive role model
- Provide feedback to pupils/staff and parents as necessary
- Promote inclusion and access
- Keep records as directed
- Supervise and provide individual support for pupils with identified SEN (Special Educational Needs)
- To provide assistance to children involved in minor accidents or incidents and to look after their health and hygiene requirements
- Use ICT for learning activities and support pupils to develop competence and independence in the use of ICT
- To be aware of the health and safety aspects of the role
- Develop knowledge and understanding of a range of learning needs
- Assist with development and implementation of IPMs (Individual Provision Maps)
- To assist with the delivery of the curriculum working with individual children, small groups and occasional whole class teaching on the direction of the teacher.

Classroom

- Develop an understanding and knowledge of the curriculum
- Provide regular feedback to teacher regarding pupil achievement, progress and difficulties
- Support staff in the provision of differentiation and resources that support inclusion
- Where possible, be involved in planning for pupils to support achievement
- To attend meetings as arranged
- To assist in the preparation of displays and project work, ordering and preparation of materials

School

- To assist teachers on playground duty and supervising the children at lunchtime as necessary
- To be aware of school procedures and policies
- To liaise regularly with teacher and Assistant Head (Inclusion)
- Work with staff to establish and maintain classroom expectations and safety
- To assist in the running of the Nurture Room

Standards

- Set a good example in terms of punctuality and attendance
- Recognise our statutory responsibilities to pupils with SEN/diverse learning needs
- Disseminate good SEN practise across the school
- Undertake other duties from time to time as directed by the Assistant Head or Headteacher

Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people within the school raising any concerns about pupils, staff, or other people connected to the school following school policy, protocol, and procedures.

Supervision

- Each morning, during a short briefing session, the Class Teacher will outline the work involved within the classroom for that day
- Overall direction and monitoring of work is carried out by the line manager within wider matters of policy introduced by SLT

Professional Development

- To attend in-service training including CPD days as arranged
- Participate in training, performance management and personal development

PERSON SPECIFICATION

Qualifications

- Numeracy and literacy skills equivalent to NVQ L3 or GCSE grade 5 in English and Maths
- NCFE CACHE Level 3 Diploma for the Early Years Workforce

Experience

- Experience of working with children
- Experience of working with children with Special Educational Needs (desirable)

Skills and Abilities

- The ability to work unsupervised, using initiative, to prioritise, multi-task and be flexible
- The ability to work calmly under pressure and with a 'can-do' approach
- Understanding of the curricular requirements of the school including statutory requirements
- Competence in the use of ICT to support teaching and learning
- Discretion, tact, sensitivity and diplomacy
- Ability to manage pupils in a classroom setting

Other Requirements

- A commitment to safeguarding children
- A commitment to the school's mission and vision and
- Strives for the highest possible standards at all times
- Resilient and positive and willing to go the extra mile
- A willingness to make a positive contribution to the school community

This job description is not intended to be a comprehensive definition of a post. It may be subject to modification or amendment, in consultation with the post holder, to meet the changing needs of the school.