



MORLEY MEADOW PRIMARY & NURSERY SCHOOL JOB DESCRIPTION

Job Title:	Nursery Teaching Assistant
Location:	Across the Trust (based at Morley Meadow Primary & Nursery currently)
Grade/salary:	WeST Payscale, Grade C, SCP 5 - 7 (£18,351 - £18,938 actual)
Hours:	30 hours per week, 39 weeks per year
Reports to:	EYFS Lead / Headteacher
Responsible for:	N/A
Key relationships:	EYFS Lead and Nursery Teacher

Job Purpose

The Nursery TA supports the effective operation of the trust and works to uphold and promote its vision and values.

- Provide a high standard of support to assist with the smooth operation of the nursery function at Morley Meadow Primary & Nursery.
- To assist the EYFS Team, as part of a professional provision, in working with children on their education and social development and provide a high quality of care.
- To be aware of safeguarding and welfare for children and young people within the school.
- The post holder would work within an agreed system of supervision.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

Main Duties

- Implement agreed range of activities with individual children and groups of children, working inside and outside.

- Work with the EYFS Lead and team members, prepare resources as directed. Working as part of the EYFS Team to create and maintain a purposeful, orderly and supportive learning environment.
- Engage with and support children's learning and generally support children with set activities, independent problem solving and creative play.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- Supervise children in the short term absence of the teacher / EYFS Lead and deliver prepared activities.
- Support and participate in visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher or senior staff.
- Support, participate, and promote Wild Tribe (Forest School).
- The post holder may be required to support with general administration tasks and maintenance of records as part of duties.
- To promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
- Act as a role model and support behaviour management within the learning environment.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To work on classroom displays following consultation with the EYFS Lead/Nursery Teacher.

All roles must also include the following:

2. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
3. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
4. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
5. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		X
Integrity:			
We act ethically, transparently, and with financial propriety	E		X
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
QUALIFICATIONS:			
Good level of literacy and numeracy skills. (GCSE grade C or above)	E	Y	
Paediatric first aid certificate or First Aid at Work certificate	D	Y	
Level 3 qualification or equivalent experience in relevant field.	E	Y	
EXPERIENCE:			
Experience of general clerical / administrative work.	D	Y	X
Experience of work in a primary school or Early Years (last 12 months).	D	Y	X
Understanding of Early Years funding frameworks.	D		X
KNOWLEDGE, SKILLS AND ABILITIES:			
Digitally fluent, confident using or self-teaching contemporary AI-enabled tools to improve workflow, insight and assurance	E	X	X
Appropriate general knowledge of first aid or willing to undertake training.	E	Y	

Ability to use relevant technology e.g. photocopier or willing to undertake training.	E	Y	Y
Use of full range of MS Office packages.	D	Y	Y
Working knowledge of Early Years Foundation Stage curriculum.	D	Y	Y
Ability to relate well to children and adults.	E	Y	Y
An ability to understand the principles of child development and learning processes and in particular barriers to learning.	D	Y	Y
Skills in behaviour management within the class environment.	D	Y	Y
To act on own initiative and work as part of a team. Proactive and professional approach.	E	Y	Y
FURTHER REQUIREMENTS:			
Willingness to participate in development and training opportunities.	E	Y	Y
Promoting and safeguarding the welfare of children and young people within the school.	E	Y	Y