

**Job Description:** Temporary Nursery Assistant  
**Location:** The Lanes Primary School  
**Salary Range:** JE Grade 2, Pt 4  
**Contracted hours:** Full Time – 37hrs, Term Time only  
**Required from:** September 2026

**General Information:**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Purpose:**

To support the learning, development, care and welfare of children within the nursery provision, working under the direction of the Nursery Teacher and Assistant Inclusion Leader. To enable all pupils, including those with Special Educational Needs and Disabilities (SEND), to achieve and thrive. The postholder will contribute to providing a safe, stimulating and inclusive learning environment in accordance with the Early Years Foundation Stage (EYFS) Framework.

**Reporting to:**

- Nursery Teacher
- Assistant Inclusion Leader

**Responsible for:**

- Indirectly for all children within school

**To co-operate with:**

- All colleagues in all teams
- Parents, carers, and the local community
- A range of external agencies

**Disclosure:**

- Clear and current Enhanced DBS check.

**Key Responsibilities:**

- Establishing constructive relationship with pupils, staff and families
- Promoting the inclusion and acceptance of all pupils
- Assist with the delivery of the EYFS curriculum.
- Work in partnership with the Nursery Teacher to carry out directed tasks and provide feedback
- Working in a range of situations including one to one support, small group or within class
- Undertaking structured and agreed learning activities, teaching programmes and interventions
- Assisting with the implementation of Support Plans, Personal Care programmes and EHCP targets
- Providing targeted support for pupils, including those with SEND, ensuring their safety and access to learning activities
- Providing practical assistance in relation to any identified physical need
- Assisting with the supervision of pupils at break times and lunchtimes when needed
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

- Maintain a safe, stimulating and inclusive environment.
- Prepare and maintain learning resources and displays.
- Promote and safeguard the welfare of children and young people, following all school safeguarding, child protection, health and safety, and confidentiality procedures.

**General Responsibilities:**

- Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Promote equality, inclusion and belonging by ensuring all pupils have access to meaningful opportunities to learn and develop
- Contributing to the overall values of the school
- Ensure the safe and effective organisation of learning activities, teaching spaces and resources for which they are responsible
- Be able to use initiative and work independently, demonstrating flexibility and responsiveness to meet the needs of pupils and the wider school community.
- Appreciating and supporting the role of other professionals
- Attend meetings, training and professional development activities
- Being aware of confidential issues and to keep confidences as appropriate
- Undertake any other duties appropriate to the grade and responsibilities of the post, as reasonably required.
- Can use ICT effectively to support learning
- Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation
- Working knowledge of the Early Years Foundation Stage (EYFS) Curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Demonstrate resilience, empathy and a commitment to ensuring that all pupils feel safe, valued and able to thrive

**Develop personally and professionally through:**

- Participation in support staff appraisal.
- Participation in appropriate training.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

The job description does not form part of the contract of employment

Signed: \_\_\_\_\_

Date: \_\_\_\_\_