

Job Description



St Augustine's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.

Post Title	Nursery Teaching Assistant	Post No	
School	St Augustine's Catholic Primary School		
Salary Band/Range	Band B		
Responsible to	Early Years Leader		
Location	Solihull		
DBS Check	Enhanced		
Special Conditions	39 weeks per year (to include INSET days)		
1.	Job Purpose		
	To support the Nursery Lead Practitioner in providing and promoting an environment suitable for the development of children within Early Years.		
2.	Key Responsibilities		
	2.1	Main Duties	
		<p>Under the direction and supervision of a qualified teacher</p> <ul style="list-style-type: none"> To contribute to the school ethos, promote the Gospel Virtues, work with colleagues and develop a positive learning/working environment. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. Provide general clerical/admin support e.g. produce worksheets for agreed activities etc. To assist the Nursery Lead Practitioner with learning activities, generally in the Foundation Stage environment. To carry out appropriate activities as planned within the environment or with groups of pupils, including assessments for learning (AfL) To display and present pupil's work, creating a stimulating learning environment. To read stories to the children. To lead activities with groups of children. To support pupils to be independent by helping them with tasks and to develop their learning through play (play partner role). Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide suitable feedback to the Nursery Lead Practitioner on pupil progress. Assist pupils with integration into the normal routine of the classroom. Attend staff meetings and other school events, as required. To assist the Nursery Lead Practitioner in liaising with parents/carers or professionals. Assist children with personal hygiene routines e.g. hand washing and toilets. Deal with minor accidents and administer first aid. Supervise groups of pupils on visits or trips, as directed by Early Years Leader. To pass on sensitive information relating to pupils in a professional manner. To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post. 	

	2.2	People
		The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.
	2.3	Safeguarding
		The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. The post holder must read and understand Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out and complete any related online training and assessments.
	2.4	Financial
		The job involves little direct responsibility for financial resources, e.g. Fundraising or charities.
	2.5	Buildings & Equipment
		To ensure safe and proper use of equipment.
	2.6	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies. Complete Health & Safety training, as required.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.		Other Conditions
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
Compiled/Reviewed by		Mrs J Foley – Head Teacher
Date		Academic Year 2026-27
Name		
Signature		