

FULBRIDGE ACADEMY JOB DESCRIPTION



The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.

Job Title: Nursery Assistant Level 3 - Little Oak Nursery

Grade: Grade 4 - Point 3-5

Hours: 32.5hrs per week - 190 days, Term Time Only

Purpose of Job: To work as part of the Nursery team in supporting the school in attaining its aims and objectives

SPECIFIC DUTIES

a) Supporting the Pupil

- 1 Under the guidance of the Nursery Leader undertake work/care/support programmes to enable access to learning for pupils.
- 2 Take responsibility for assessments and observations of children in their Key Group.
- 3 Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
- 4 Encourage and promote the inclusion and acceptance of all pupils.
- 5 Aid the learning of pupils by:
 - Clarifying and explaining instructions;
 - Ensuring that children are able to use the equipment and materials provided;
 - Motivating and encouraging children as required;
 - Supporting pupils in respect of the Early Years curriculum;
 - Developing appropriate resources to support the pupil/pupils;
 - Helping pupils to move forward to their next step;
 - Liaising with the Nursery Manager about the provision needed for children with individual needs
- 6 Provide feedback to pupils in relation to progress and achievement under guidance of the Nursery Leader.

- 7 Prioritise the safeguarding and wellbeing of children at all times.

b) Supporting the Leader

- 1 Organise the indoors and outdoors learning environment and develop classroom resources as required.
- 2 Participate in transition events for new to EYFS families, including home visits.
- 3 Monitor and track progress of the children in a Key Group.
- 4 Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- 5 Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
- 6 Undertake support activities for the teacher/manager as required.

c) Supporting the Curriculum

- 1 Undertake programmes linked to local and national learning strategies - e.g. literacy, numeracy, early years - recording achievement and progress and feeding back to the teacher.
- 2 Support the use of technology in learning activities and develop pupils' competence and independence in its use.
- 3 Provide targeted support to enhance learning and improve attainment.

d) Supporting the School

- 1 Be aware of and comply with, policies and procedures e.g. child protection, internet safety and health.
- 2 Safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- 3 Develop and maintain effective relationships with other staff, parents and carers.
- 4 Attend relevant meetings as required.

Variation Clause:

- 1 This is a description of the job, as it is constituted at the date shown. It is the practice of the Academy to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder.

- 2 In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed:

Print Name: Date:.....