



# New Road Primary & Nursery School

*Expect the Best*

Executive Headteacher: Mr R Litten  
Deputy Executive Headteacher: Mrs R Bains

**POST TITLE: Early Years Assistant – Job Description**

**RESPONSIBLE TO: Nursery Manager & Headteacher**

**PURPOSE OF THE POST:**

Support the Nursery Manager to facilitate the active participation of children in the academic and social activities of the school.

**MAIN RESPONSIBILITIES:**

**1. Support for children**

- Under the direction of the Nursery Manager, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

**2. Support for the curriculum**

- Under the direction of the Nursery Manager, support the EYFS curriculum, including early reading, writing and maths.
- Support the use of ICT in the curriculum

**3. Support for the teacher**

- Provide information to help the Nursery Manager plan appropriate work
- Help to prepare the learning environment for use
- Undertake support activities for the Nursery Manager as required, e.g, preparation of materials or mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

**4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in relevant staff training.
- Provide support at Nursery events e.g. a reading cafe

New Road, Whittlesey, Peterborough, Cambs PE7 1SZ

01733 204422 [office@newroad.cambs.sch.uk](mailto:office@newroad.cambs.sch.uk) [www.newroadprimary.com](http://www.newroadprimary.com)

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