

Job Description



Job Title: Early Years Nursery Nurse & Teaching Assistant
Setting: Franche Community Primary School and Extended Services

Role within the setting.

To work as an active member of Franche Community Primary School Early Years department ensuring all children attending the setting receive high quality care and education through full implementation of the EYFS. Providing a safe environment within which individual needs are met whilst delivering rich and stimulating learning and play experiences.

Date of issue:

For the purpose of advertised vacancy

Reports to:

Is directly responsible to the board of Governors at all times

Reports to room leader (where appropriate) in the first instance, who in turn reports to the Deputy Manager or Manager, who in turn reports to the EYFS lead/Deputy Head/Headteacher.

Key responsibilities:

- To provide high standards of quality care and education within the setting through age and stage appropriate activities and experiences. Ensuring that all EYFS care and education standards are adhered to.
- To work in conjunction with the school's policies and procedures at all times.
- To maintain accurate, updated and effective records, including information about children's learning progress and contribute to Assessment and tracking documents where relevant.
- To adhere to the schools Code of Conduct and Handbook at all times.
- To ensure the safety of all children and staff by adhering to and implementing the schools Safeguarding and Child Protection policy and associated procedures.
- To comply with the Schools Whistle blowing policy and Complaints procedure, ensuring that all concerns are reported to and acted upon by a senior member of staff immediately with escalation to the Headteacher or Governor if required.
- To comply with the EYFS standards in relation to the welfare, learning and development of the children within the setting and to implement any recommendations made by OFSTED or other external advisors.
- To bring to the attention of a Senior member of staff any Health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk of physical danger to children, young people, parents, visitors or staff.
- To work with all staff members within the school and in partnership with all onsite services as a collaborative team.
- To look after pupils who may be upset, have accidents or who may be in need of changing.
- Carry out administrative duties such as preparing classroom resources.
- Provide detailed and regular feedback to teachers/managers about pupil progress.
- Create displays of children achievement's/art works and wow moments to embed and support learning.
- To support the teacher/manager in managing challenging behaviour and promoting positive behaviour.

- To support pupils during the lunch period where required, encouraging good table manners, eating and social skills.
- Deliver tailored teaching activities to pupils on either a one to one basis or in a small group.

Main duties/Skills:

- To undertake sensitive observational assessments of each child's achievements, interests and learning styles. To ensure these observations include next steps for learning, identify Characteristics of Learning and provide information to support developmental assessment.
- To contribute to and plan appropriate play and learning experiences using their observations and the EYFS Development Matters. Identify learning priorities and plan for relevant and motivating learning experiences to meet each child's needs.
- To play an active role in the Key Person system within the setting creating a genuine bond with the child and their parents. This includes responding sensitively to the child's care, feelings, ideas and behaviour as well as liaising with parents on a day to day basis.
- To develop and promote parental partnership and involvement, this includes attending Parents evenings and supporting with written reports when required.
- To ensure continuity and coherence for each child by sharing relevant information with other staff members and the child's parents/carers.
- To demonstrate good practice and adhere to the Schools policies and procedures on inclusion, equality of opportunity and anti-discriminatory practice.
- To implement and follow the procedures outlined within the Schools behaviour policy, and other related policies, when dealing with behaviour issues.
- To attend Food hygiene training as and when required in line with your roles and responsibilities.
- To ensure that food hygiene regulations are met in conjunction with the food hygiene policy and that all snacks and meals are nutritionally balanced and meet the individual dietary needs of each child.
- To work with outside professionals to ensure continuous improvement within the School including area Senco's, Worcestershire County Council Improvement advisors, Early Years advisors, Health Professionals, Speech and Language therapists, PCSO's, Social Workers, Children's centre staff and any other outside professionals as required.
- To assist with OFSTED and other inspections as required.
- To play an active role in your own professional development by attending training, learning about current developments and initiatives and attending staff meetings.
- All staff must attend relevant Safeguarding training in line with the school's mandatory expectations.
- Ensure effective Reading, Writing and Communication skills are used and modelled to pupils on a day to day basis.
- A flexible approach to work is essential as you will be involved in a range of School related activities such as cooking, art, outdoor play and Forest School. All staff are expected to be prepared for inclement weather as part of their everyday responsibilities.
- To attend regular parent's evenings, open events and play a part in the publicity of the School.
- To assist in maintaining a high standard of cleanliness and presentation within all areas of the School, also to include equipment, resources and laundry duties.
- To ensure all work is conducted with due regard to Health, Safety, Safeguarding and the welfare of the children, staff, visitors and parents.
- To play an active part in the completion and continued review of daily and yearly risk assessments. To also include child risk assessments.
- To attend Paediatric First Aid training in line with the expectations of the EFYS Statutory Framework.

- To ensure all accidents/incidents are recorded accurately, at the time, and are reported to parents effectively.
- To administer medication to pupils as and when required and comply with all aspects of the school medication policy.
- To promote the School, Nursery and Children's Centre to current parents and potential families.
- Have a smart and professional appearance at all times within the setting and around the site.
- Uniform must always be worn, clean and ironed.
- To dress, talk and act in a professional and appropriate manner at all times and speak to the children in an appropriate manner.
- To undertake any other duties within your skills and capabilities as reasonably requested by management.
- The post is performance managed and reviews will occur on a regular basis by senior staff. All staff must comply with management targets and the performance management process.

In signing this job description, you are in agreement that you understand and are stating that you hold the experience and competencies that are required within an Early Years Nursery Nurse/Teaching Assistant post.

I understand and agree to undertake my responsibilities as an Early Years Nursery Nurse/Teaching Assistant post and have been given a copy of this document for my retention:

Signed:

Print:

Date:

Witnessed by on behalf of Franche Community Primary School:

Print:

Sign:

Date: