

JOB DESCRIPTION

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| Job Title: | Nursery 121 Support Assistant |
| Reporting to (job title): | Nursery Manager |
| Hours of work: | 15 hours per week (term time plus one week) |
| Location: | Thames Primary Academy and Nursery |
| Grade: | NJC Grade B SCP 3-4 |

Main Purpose/Responsibility

To work alongside a specific child or small group of children with SEN/SEMH needs.

To assist nursery staff, as part of a professional team, in working with children on their education and social development and provide a high quality of care.

To actively support and model the ethos and aims of Thames Primary Academy and AtC.

Main Duties

The below duties are to be carried out at any one of the Trust sites, or at any of the Schools the trust may support.

- Under the direction and supervision of qualified staff, assist in the delivery of activities enhancing children's social and educational development.
- Assist in setting up and clearing away of displays and activities, including ensuring that the materials and equipment are safe and clean.
- Communication with early years pupils to encourage social, educational and physical development and acceptable behaviour.
- Provide assistance to children on social, welfare and health matters and provide support to other qualified staff on behaviour management of children.
- Attend to children's personal needs.
- Exchange information with other staff and parents/carers.
- Assist other staff with the assessment procedures to ensure children's progress is satisfactory.
- Assist in supervising children at meal times.
- Update children's records.
- Resolve day to day problems in relation to learning and play activities.
- Contribute to the planning of activities for the session, day or week.
- Responsible for the support of practical learning and play activities of individuals or groups of children.

As a member of staff at Thames Primary Academy and Nursery:

- Conduct all activities in a professional manner at all times
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality
- Maintain confidentiality and adhere to safeguarding procedures
- Any other duties commensurate with the role

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.