

# Godstowe

## Level 3 Nursery Assistant Job Description

### Job purpose

- To provide inclusive play and learning opportunities for all children attending the Nursery
- To maintain a safe, stimulating and enjoyable environment for all children.

### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

### Job specification

#### Early Years Childcare and Education

- Implement and deliver the EYFS curriculum in accordance with the children's social, emotional, physical and intellectual needs.
- To keep informative, accurate and up to date records and assessments, including records of progress and any behavioural and developmental reports, using iPads. Observations are recorded on Nursery iPads using the Tapestry online learning journal. Contribute towards reports that are completed from a template twice a year.
- To carry out any recommendations made following regulatory inspections.
- To work within the setting's policies and procedures.
- To respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.
- To act as a Key Person to a group of children and to ensure their needs are reflected in the planning of routines and activities. To support the work of other staff in their role as key person as required.
- To liaise closely with parents and carers as a Key Person: informing parents of their children's progress and encouraging them to become involved in their children's learning.
- To be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
- To undertake any reasonable duties as directed by the Head of Nursery, Head of Early Years or Senior Leadership Team.
- To take a twice weekly aftercare duty from 4pm-5.25pm once per week.
- To supervise lunch duties once per day.
- Attend any training as required.

# PERSON SPECIFICATION

| Qualification/Skill Required   | Essential | Desired |
|--|-----------|---------|
| Experience of working in a Nursery setting or other similar experience.  | x         |         |
| NVQ Level 3 or equivalent.   | x         |         |
| A willingness to obtain further qualifications or do relevant training.  | x         |         |
| Enhanced DBS.  | x         |         |
| A good, sound knowledge and understanding of EYFS  | x         |         |
| Sound understanding of child development and of children's needs and current legislation relevant to the Early Years.  | x         |         |
| Ability and experience of implementing an Early Years curriculum, taking into account the SEND Code of Practice, child protection procedures, religious and cultural diversity and equal opportunities considerations. | x         |         |
| Strong time management skills and ability to prioritise workload.  | x         |         |
| Ability to foster strong working relationships with staff, volunteers and other professionals.   | x         |         |
| Ability to work with parents and encourage their involvement.  | x         |         |
| Ability to communicate effectively in a variety of ways, verbally and in writing.  | x         |         |
| Computer literacy, including experience using Word (or similar) for reports and tablets (for using Tapestry online learning journal)   | x         |         |
| Able to work on own initiative and influence good practice through own example.  | x         |         |
| Caring attitude and a friendly, flexible approach.   | x         |         |
| Creative   | x         |         |
| A great sense of humour  | x         |         |
| First aid qualification.   |           | x       |
| Food hygiene qualification.  |           | x       |