

Nursery Teaching Assistant Job Description



Main duties

1. Use strategies to support pupils to achieve learning goals, targets/appropriate to EYFS
2. Encourage the pupils to interact positively with others and engage in activities led by the teacher
3. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
4. To fully support the needs and individual targets of both pupils with EHCPs and other pupils with SEN, under the direction of the class teacher and AHT Inclusion.
5. To organise, prepare and maintain resources and equipment developing and maintaining an orderly, tidy and calm learning environment, e.g., washing up art equipment.
6. To provide clerical/admin support to the class teachers e.g., filing, record keeping, photocopying etc.
7. To prepare, mount and display children's work or teacher resources, ensuring a high-quality learning environment.
8. To deal with any medical and welfare issues pertaining to the class providing basic first aid treatment or intimate care to pupils as may be required, in line with school procedures, and liaising with parents as necessary.
9. To supervise and play with children, organising games and activities during lunch and break times, ensuring a high standard of behaviour and courtesy are maintained.
10. To supervise children during the eating of their lunch, promoting good manners and healthy eating and maintaining a clean environment, including scraping of plates and wiping tables etc.
11. To undertake any duties both in class and around the as assigned by the HT or the appropriate member of the SLT
12. To cover any duties for absent Teaching Assistant colleagues and undertake any duties assigned by the HT AHT, and Inclusion Lead consistent with the aims of the post.

Candidate Specification

- Candidates must show an ability to fulfill all the duties outlined in the job description.
- Candidates must have experience of working with children in a learning environment.

Candidates must show a commitment to:

- Reflecting on and developing one's practice and attending relevant training sessions
- Acting as an exemplary role model in terms of behaviour, language and professionalism
- Excellent attendance and punctuality
- Team work
- Full implementation and support of all school policies and procedures
- Safeguarding children's welfare

Knowledge and skills required:

- Experience in EYFS preferable
- Strong behaviour management skills
- Understanding of SEND
- Good communication skills – oral and written
- Good basic numeracy
- Ability to relate well to adults and children
- Ability to take initiative and responsibility
- Basic First Aid

*All posts in school are **exempt** from the Rehabilitation of Offenders Act (1974). You **must** disclose any criminal convictions found against you in section 10 of the application form. Successful applicants will need to undertake a full, enhanced DBS check.*