



## Job Description –Nursery Teaching Assistant Hartsbourne Primary School - Bushey St James Trust

<b>Post Title</b>	Nursery Teaching Assistant
<b>Purpose</b>	To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Nursery. To give support to other personnel within the Nursery. To implement the daily routine in the Nursery.
<b>Reporting to</b>	Nursery Teacher
<b>Liaising with</b>	Relevant key stakeholders
<b>Working Time</b>	Hours per week as one of two patterns shown below: <ol style="list-style-type: none"> <li>1. 7:30am to 12:30pm Monday to Friday</li> <li>2. 12:30pm to 5:30pm Monday to Friday</li> </ol> Term time
<b>Salary/Grade</b>	Point 3 - £12846.41 (actual salary) plus £558 fringe
<b>Disclosure Barring Service</b>	Enhanced with Barred List check
<b>MAIN (CORE) DUTIES</b>	
	<ul style="list-style-type: none"> <li>• To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff</li> <li>• To complete relevant observations on key children</li> <li>• Work alongside parents/carers of special needs children to provide full integration in the nursery</li> <li>• Support all staff and engage in a good staff team</li> <li>• Uphold standards within the setting by adhering to all policies and procedures</li> <li>• Strive to safeguard children by working to the organisation’s safeguarding Code of Conduct</li> <li>• Liaise with and support parents/carers and other family members</li> <li>• To be flexible within working practices of nursey. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc</li> <li>• Recording accidents in the accident book. Ensure the Nursery teacher has initialled the report before the parent receives it</li> <li>• Be constantly aware of the needs of children</li> <li>• Ensure every child is collected by someone known to nursery</li> <li>• To respect the confidentiality of information received</li> <li>• To develop your role within the team especially as a key worker</li> <li>• The preparation and completion of activities to suit the child's stage of development</li> <li>• To ensure that mealtimes are a time of pleasant social sharing</li> </ul>

	<ul style="list-style-type: none"> <li>• Washing and changing children as required</li> <li>• Providing comfort and warmth to an ill child</li> <li>• To ensure the nursery is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development</li> <li>• To actively promote and support the safeguarding of children and young people in the workplace, ensuring nursery policies and procedures are observed at all times</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for the school's management information system</li> <li>• Ensure the trust's data is adequately protected and that systems are used in accordance with applicable school policies and legal requirements (namely Data Protection Act 1998 and General Data Protection Regulation (GDPR))</li> <li>• Ensure systems are secure and documented</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with all stakeholders as required</li> <li>• Where appropriate, communicate and co-operate with persons or bodies outside the school</li> <li>• To follow agreed policies for communications across the Trust</li> <li>• Attend meetings as required</li> <li>• To prepare and provide reports as required</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example</li> <li>• to promote actively the school's policies</li> <li>• to continue personal, professional development</li> <li>• to actively engage in the school's self-review and evaluation processes</li> <li>• to actively engage in the school's Appraisal of Performance processes</li> <li>• to comply with the school's Health and Safety Policy and with support, undertake risk assessments as appropriate</li> <li>• to comply with the school's procedures concerning safeguarding and to ensure that training is accessed</li> </ul>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

**May 2024**