**Location**: **Weston Way Nursery School**

**Pay grade: H1/2**

**Purpose of the role:** To be responsible for the provision of a safe and stimulating environment for child/ren in our care. To support teaching and learning for specific individuals, providing general and assistance to other children and staff under the direction, guidance and direct supervision of the teacher.

**Accountability:** The post holder is managed by a member of the school's Senior Leadership Team (Senco).

**Aim:**

* To ensure that the provision in Nursery is of the highest possible standard and that all statutory requirements are met

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| **Responsibilities:**   * To work with individuals on a 1:1 basis, small groups of children or support with key group teaching as appropriate to the needs of the Nursery * Support children with accessing independent learning and facilitate the inclusion of all children * To implement children’s individual plans ensuring there is a clear routine * To plan, observe and assess individual outcomes under the guidance of the Inclusion Team. * To work with other professionals in order to support the needs of children and their families * To be responsible for the emotional well-being and learning of children reporting concerns to the nursery teacher as appropriate * To interact appropriately with children and parents, taking into account their individual needs * To be responsible for protecting and safeguarding all children * To assist in planning environments that meet the needs of all children, making adjustments for individuals where required * To ensure up to date knowledge of all policies and procedures and that they are adhered to and implemented * To contribute to the development of the school, showing commitment to our shared ethos and values * To build positive relationships with all staff in the school * To ensure that the environment is safe, clean and secure * Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils learning |

**Learning Support Assistant role may also undertake some or all of the following:**

* Escort and supervise children on educational out of nursery school activities
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

**Equalities**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

**Safeguarding and Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR); and report all concerns to an appropriate person.

# Data Protection (GDPR)

To be aware of and comply with responsibilities under the Data Protection Act (1984) and General Data Protection Regulation (May 2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

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| **Knowledge**  NVQ level 1 (or equivalent)  Basic knowledge of ICT  Awareness of Health, wellbeing and safety  Awareness of keeping children safe  Awareness of Data protection and confidentiality  Basic knowledge of First Aid  Understanding of the Schools ethos and values | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation |

**Staff members name:**

**Staff members signature:**

**SLT member’s name:**

**SLT member’s signature:**

**Date:**

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the performance management process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*