

# **St Matthew's Primary School Job Description –Level 3 Teaching Assistant /Nursery Nurse Working in the Foundation Stage**

**Responsible to:** Class teacher

## **Purpose of job:**

To work with the teacher within the school including the planning of the daily programme, to pursue actively and assist with the formulation and implementation of the aims and policies of the school. To act as the key worker for a group of children if working within the Nursery Class of the school

## **Children's Emotional Development**

- 1) Adopt appropriate strategies to provide a welcoming and supportive environment for children
  - a. Provide reassurance to children;
  - b. Liaise with parents about expectations and areas of concern.
- 2) Plan activities that encourage co-operation amongst children
  - a. by ensuring inappropriate behaviour is dealt with promptly;
  - b. by encouraging children to resolve minor conflicts
- 3) Observe & assess children's social & emotional development

## **Children's Language & Communication Development**

- 1) Plan activities that encourage the development of language, speech and conversation of children.
- 2) Establish targets for language and speech development.
- 3) Develop children's language skills by encouraging them to discuss and share their experiences
- 4) Observe & assess children's language & communication development with parents & colleagues

## **Children's Physical Development**

- 1) Plan and select activities that support children's motor skills and physical development
  - a. Encourage all children to participate in a range of activities;
  - b. Ensure appropriate level of supervision;
  - c. Plan quiet periods to balance physical activities
- 2) Observe & assess children's physical development against expected targets

## **Children/s Care**

- 1) Contribute to children's personal hygiene:
  - a. Ensure facilities are safe & hygienic;
  - b. Establish routines for children;
  - c. Promote & encourage independence & self help.
- 2) Respond to illness in children
  - a. Deal promptly with signs & symptoms of illness;
  - b. Inform parents of child's condition;
  - c. Administer medication, under written instructions;
- 3) Maintain accurate records on children's health.

## **Inclusion**

- 1) Ensure all children are offered equality of access to learn & develop
- 2) Encourage & support cultural & social diversity

## **Records / Reporting**

- 1) Assist the teacher in making effective use of assessment information on children's attainment and progress
- 2) Observe children's play and behaviour and use to develop meaningful activities
- 3) Record observed behaviour and discuss with relevant specialists, where necessary
- 4) Accurately record individual learning programmes, Learning Journey's and report to parents using systems in the school as appropriate

## **Planning and Evaluation**

- 1) Plan activities that support children's learning and development, particularly for those children for whom the Nursery Nurse is the Key Worker
- 2) Establish and implement individual learning programmes for children
- 3) Evaluate children's participation in planned activities and assess effectiveness of the activities

## **School Activities**

- 1) Attend school planning meetings
- 2) Contribute to the meeting in relation to children's needs
- 3) Together with the Teacher determine a programme of activities to support the curriculum
- 4) Participate in school training days as required

## **Confidentiality**

- 1) Observe the school's policy and best practice on confidentiality.

## **Working Relationships**

- 1) Maintain effective working relationships with colleagues;
- 2) Support colleagues & contribute to the school as a member of the team;
- 3) Attend and actively participate in staff meetings;
- 4) Take responsibility for own professional development and support others.

## **Relate to Parents**

- 1) Maintain effective positive relationships with parents:
  - a. Provide information & feedback;
  - b. Comply with parental wishes;
  - c. Respond to parental concerns.
- 2) Attend parents' evenings & other events arranged for Families

## **Behaviour Management**

- 1) Establish boundaries for behaviour appropriate to children's stage of development
- 2) Promote, praise and reward positive behaviour
- 3) Deal appropriately with unwanted behaviour using knowledge about child's background and experiences
- 4) Report concerns about problem behaviour to parents, colleagues and specialists
- 5) Comply with school policy and guidance in regard to physical restraint/positive handling

## **Learning Environment & Resources**

- 1) Establish and maintain a safe environment for children
  - a. Ensure health and safety requirements are complied with
  - b. Ensure equipment is used appropriately
  - c. Ensure emergency procedures are planned, known and acted upon promptly and accurately
- 2) Select appropriate equipment to meet children's physical and developmental needs

## **ST MATTHEW'S PRIMARY SCHOOL NURSERY NURSE PERSON SPECIFICATION**

- Competent literacy, numeracy and ICT skills;
- Experience of working with young children in schools or other settings;
- Familiarity with the Early Years Foundation Stage;
- Ability to work with children both patiently and tactfully, and an understanding of the importance of play
- Ability to deal with children's personal needs;
- A positive attitude, and an ability to work well with others, including staff, parents and governors
- An ability to work independently and use initiative when appropriate;
- Demonstrate an understanding of the place of the school in educating primary pupils and in promoting the social and cultural development of pupils from a multicultural community;
- Demonstrate an understanding of the roles of the teacher, nursery nurse and teaching assistant;
- Demonstrate an understanding of equal opportunities policy;
- An understanding of the importance of good communication to support carrying out this important role;
- A commitment to safeguarding the well-being of all children in the school, including implementing the school's child protection policy and procedures and its health and safety policy.