

JOB DESCRIPTION	
Job Title	Kickstart Scheme - Nursery Assistant
Salary Scale	National Minimum Wage
Responsible to	Nursery Manager
Working Time	25 hours per week - Fixed term contract 6 months

This role is designed to support the postholder to develop skills and to be work ready at the end of the six months fixed term contract.

MAIN PURPOSE OF ROLE

- To monitor and support overall progress and development of children and therefore contribute to raising standards of children's development.
- To facilitate and encourage a learning experience which provides children with the opportunity to achieve their individual potential.
- To share and support the Nursery responsibility to provide and monitor opportunities for personal and academic growth.

DAY-TO-DAY RESPONSIBILITIES

- To be responsible for the care, health and safety of the pupils.
- To instil behaviour for learning, using our core values and expectations.
- To update online Learning Journeys.

PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES

- To assess and record development and attainment of children and to keep and provide records as required.
- To contribute to reports, references and assessments of children as required.
- To ensure that ICT, literacy and numeracy opportunities are provided within the continuous provision.
- To ensure a high quality learning experience for children.
- To prepare and update prime and specific areas materials.
- To use a variety of learning and teaching methods which will stimulate learning appropriate to the childrens' needs and the demands of the specification

- To maintain discipline in accordance with the Nursery procedures to encourage attendance, punctuality, good behaviour and good standards of work.
- To work as a member of a phase team.
- To assist in the development of the Nursery curriculum and relevant resources and whole Nursery Policies as appropriate.
- To contribute to whole Nursery planning activities.
- To take part in the Staff Development Programme.
- To engage actively in the Performance Management process.
- To help implement Nursery quality procedures and adhere to those.
- To contribute to the monitoring and evaluation procedures within the Nursery.
- To take part in review, development and management of the curriculum, organisation and pastoral functions of the Nursery.
- To maintain records and to provide up-to-date and accurate information for registers.
- To complete relevant documentation to assist in the tracking of children and to track student progress.
- To communicate effectively with parents/carers/guardians as well as external agencies where appropriate and to follow agreed communication procedures.
- To take part in open evening and Parents Evening as appropriate.
- To promote the general progress and well-being of children and the group as a whole.
- To contribute to and maintain student records for individuals within the group and use these to encourage the student to take an active role in their learning in the Nursery.
- To alert staff to problems experienced by children.
- To communicate with parents/carers and external bodies over matters connected to the learning and well-being of the children.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
GCSE's English and Maths at Grade C or above.	X	
Level 2 Certificate for the Children and Young People's Workforce		X
Evidence of continuous INSET and commitment to further professional development		X
Experience		
Teaching in a Nursery		X
Working in partnership with parents		X
Skills, Knowledge		
Knowledge of the theory and practice of providing effectively for the individual needs of all students	X	
Knowledge of the monitoring, assessment, recording and reporting of pupils' progress	X	
Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection	X	
Knowledge of the positive links necessary within Nursery and with all its stakeholders	X	
Knowledge of effective teaching and learning styles.	X	
Ability to promote the Nursery's aims positively, and use effective strategies to monitor motivation	X	



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