



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description Teaching Assistant (Nursery)



JOB TITLE: Teaching Assistant (Nursery)

REPORTS TO: Headteacher, Class Teacher, SENCO

BAND: Thurrock Grade B

JOB PURPOSE

- To work in partnership with nursery staff to provide high quality care and activities for children in a secure, safe and stimulating environment, in line with the Early Years Framework, codes of practice and school policies and procedures.
- To provide high quality care and early years education for children at Stifford Clays Nursery

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

- Provide a stimulating, educational and safe environment for children in which they can develop to their full potential
- Supervise pupils in their play and learning activities
- Establish positive relationships with pupils and their parents/carers
- Promote positive pupil behaviour in line with school policies and help keep children engaged in their play and learning
- Interact with, and support pupils, according to individual needs and skills
- Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources.
- Promote inclusion and acceptance of children with special needs ensuring access to activities
- To assist in planning and evaluation of activities with the nursery teacher providing feedback to them on pupil progress and behaviour
- To write ongoing observations in order to monitor and record pupil progress inside and outside the nursery classroom and in partnership with the nursery teacher. To evaluate a child's progress in order to inform planning and assessment
- Assist with assessments and development of personal learning plans.
- To support learning and development by arranging/providing resources for activities under the direction of the nursery teacher
- Attend meetings and provide information to parents, under the direction of the nursery teacher, regarding their children
- To carry out home visits



- Assist pupils with snack times, including preparation of food, assisting with eating and clearing up as appropriate
- To attend to pupils' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid
- Ensure safe handover of child to their parent/carer at the end of the session.
- To help maintain high standards of hygiene and tidiness of the nursery classroom inside and out and assist in the control of stocks of materials and resources.
- Liaise with other staff and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To assist with escorting pupils on educational visits
- To understand and apply school policies in relation to health, safety and welfare, and safeguarding
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full



TA Band 3 Person Specification

General heading	Detail	
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a Early Years Setting
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the School
	Literacy	At least English GSCE (A-C) level or equivalent
	Numeracy	At least Maths GSCE (A-C) level or equivalent
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Good understanding of and commitment to child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the roll