John Bear's Nursery

Part of Aylsham Learning Federation

Job description and Person Specification	
Job title	**Classroom Assistant**
Department	**Nursery**
Location	**John Bear's Nursery**
GR Number	**GR9009**
Grade	**Scale C**
Responsible to	**Responsible to the Head of School or Nursery Manager but also works with a qualified teacher.**

Role and context

Job purpose

Under the direction/instruction of teaching staff/Nursery Manager: work with individuals/groups to supervise physical/general care of children, including those with SEN; support access to learning for children and provide general support to the teacher/Nursery Manager in the management of children and the Nursery.

Context

Job Family: Classroom and Pastoral

Other Job Information (e.g. any special factors or constraints)

Liaise with teachers and other nursery staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.

Principal Accountabilities

Accountability	**Order of importance** (1 = most important etc)
Support for pupils	
To attend to the personal and social needs of children and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.	**1**

Principal Accountabilities (Continued)	
Accountability	**Order of importance**
Under agreed school procedures and in line with statutory guidance on supporting children at school with medical conditions, to give first aid/medicine where necessary; accompany sick children home, or to a health centre or hospital; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.	**2**
Supervise and support children ensuring their safety and access to learning.	**3**
Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all children and encourage children to interact with others and engage in activities led by themselves and the teacher.	**4**
Support for the teacher	
Prepare nursery as directed for sessions and clear afterwards and assist with the display of children's work.	**5**
Be aware of children's problems, progress and achievements, report to the teacher/Nursery Manager as agreed and undertake child record-keeping as requested.	**6**
Support the nursery team in managing pupil behaviour, reporting difficulties as appropriate.	**7**
Support for the curriculum	
Support children by getting involved in their play and using it as a tool to extend their learning.	**8**
Prepare and maintain equipment/resources as directed by the teacher/Nursery Manager.	**9**
Support for the school	
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.	**10**
Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.	**11**
Attend relevant meetings as required and participate in training and other learning activities and performance development as required.	**12**
Accompany teaching staff/Nursery staff and children in visits and out of nursery activities as required.	**13**

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Accountability	**Order of importance**
Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head of School.	**14**

Person specification	
Essential	**Desirable**
Qualifications	
• Good numeracy/literacy skills; • Participate in development and training opportunities.	• Completion of DfES Teacher Assistant Induction Programme or equivalent experience
Experience	
• Working with or caring for children of relevant age.	
Skills/knowledge	
• Use basic technology - computer, video, photocopier; • Ability to relate well to children and adults; • Work constructively as part of a team, understanding nursery roles and responsibilities and your own position within these.	• First Aid training;

General information
• The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
• Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and Federation safeguarding requirements at all times.
• Job holders must ensure that they have read, understood and act in accordance with current Federation policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
• All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and Federation policies and procedures, within legislation, and with regard to the needs of our Federation and the diverse community we serve.
• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

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Ethos
"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values
We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self – help- we help people to help themselves
Self – responsibility- we take responsibility for, and answer to our actions
Democracy- we give our members a say in the way we run our organisation
Equality- we are genuinely inclusive and pursue success for everyone
Equity- we carry out our work in a way that is fair and unbiased
Solidarity- we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:
Openness- nobody's perfect, and we won't hide it when we're not
Honesty- we are honest about what we do and the way we do it
Social responsibility- we encourage people to take responsibility for their own community, and work together to improve it
Caring for others- we are a nurturing community that takes care of each other and we regularly support charities and local community groups