



# John Bear's Nursery

**Part of Aylsham Learning Federation**

| Job description and Person Specification |  |
|--|--|
| <b>Job title</b>                         | <b>Nursery Classroom Assistant</b>     |
| <b>Department</b>                        | <b>Nursery</b>                         |
| <b>Location</b>                          | <b>John Bear's Nursery</b>             |
| <b>GR Number</b>                         | <b>GR9008/9009</b>                     |
| <b>Grade</b>                             | <b>Scale D (contracted) / C (bank)</b> |
| <b>Responsible to</b>                    | <b>Nursery Operations Manager</b>      |

| Role and context  |
|---|
| <p><b>Job purpose</b></p> <p>Under the direction/instruction of the Nursery Operations 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 Nursery Operations Manager in the management of children and the Nursery.</p> |
| <p><b>Context</b></p> <p>Job Family: Classroom and Pastoral</p>   |
| <p><b>Other Job Information (e.g. any special factors or constraints)</b></p> <p>Liaise with other nursery staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.</p>   |

| Principal Accountabilities   |   |
|--|---|
| <b>Accountability</b>  | <b>Order of importance (1 = most important etc)</b> |
| <b>Support for pupils</b>  |   |
| 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. | <b>1</b>  |



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| 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. | <b>2</b>            |
| Supervise and support children ensuring their safety and access to learning.  | <b>3</b>            |
| 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.   | <b>4</b>            |
| <b>Support for the teacher</b>  |                     |
| Prepare nursery as directed for sessions and clear afterwards and assist with the display of children's work.   | <b>5</b>            |
| Be aware of children's problems, progress and achievements, report to the Nursery Operations Manager as agreed and undertake child record-keeping as requested.   | <b>6</b>            |
| Support the nursery team in managing pupil behaviour, reporting difficulties as appropriate.  | <b>7</b>            |
| <b>Support for the curriculum</b>   |                     |
| Support children by getting involved in their play and using it as a tool to extend their learning.   | <b>8</b>            |
| Prepare and maintain equipment/resources as directed by the Nursery Operations Manager.   | <b>9</b>            |
| <b>Support for the school</b>   |                     |
| 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.  | <b>10</b>           |
| Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.   | <b>11</b>           |
| Attend relevant meetings as required and participate in training and other learning activities and performance development as required.   | <b>12</b>           |
| Accompany teaching staff/Nursery staff and children in visits and out of nursery activities as required.  | <b>13</b>           |
| Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head of School.  | <b>14</b>           |



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| Person specification  |   |
|---|---|
| Essential   | Desirable   |
| <b>Qualifications</b>   |   |
| <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills;</li> <li>• Participate in development and training opportunities.</li> </ul>  | <ul style="list-style-type: none"> <li>• Completion of DfES Teacher Assistant Induction Programme or equivalent experience</li> </ul> |
| <b>Experience</b>   |   |
| <ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>  |   |
| <b>Skills/knowledge</b>   |   |
| <ul style="list-style-type: none"> <li>• Use basic technology - computer, video, photocopier;</li> <li>• Ability to relate well to children and adults;</li> <li>• Work constructively as part of a team, understanding nursery roles and responsibilities and your own position within these.</li> </ul> | <ul style="list-style-type: none"> <li>• First Aid training;</li> </ul>   |



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## 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

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers 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.

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

## 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