**THE ROSELAND MULTI-ACADEMY TRUST**

**JOB DESCRIPTION**

**Job title:** Nursery Teaching Assistant

**Grade:** D (Points 1-5)

Salary £17,286pa reduced pro rata to £7,813pa (actual salary)

(pending pay award)

**Employment:** 20 hours per week term time (38 weeks), Monday to Friday,

8.30am - 12.30pm

 Salary paid for 43.6 weeks per year

 Overtime (by agreement) to attend staff meetings and inset

School holidays will be classed as leave. Payment for leave

has been included in the calculation of the annual salary,

therefore, no leave should be taken during school term time

unless specific prior approval has been obtained from the

CEO or Headteacher

**Responsible to:** CEO, CFO, Headteacher, Key Stage 1 Teacher, Nursery Lead

**Direct/Indirect Supervisory Responsibility:** None

**Important Functional Relationships:** Internal: CEO, Headteacher, Central Services, teaching and support staff, pupils.

External: Trustees, Multi Academy Trust partners, other schools and colleges, parents/carers, visitors to the school.

**Main Purpose of Job:**

To take a proactive EYFS role in the support of the educational, social and physical needs of pupils; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.

**Duties and responsibilities:**

1. To assist EYFS and groups of children in developing knowledge, skills and attitudes as defined by the curriculum.
2. To take into account the learning support involved to aid the children to learn as effectively as possible.
3. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
4. To encourage social integration and individual development of pupils.
5. To develop methods of promoting/reinforcing the pupil’s self-esteem and to promote independence through the development of self-help skills.
6. To carry out purposeful observations on identified children under the guidance of the Nursery Lead.
7. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities.
8. To ensure that basic classroom materials are available for use.
9. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment.
10. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.
11. To assist with lunch and break time supervision of children on a rota basis in accordance with the School’s Policy for Playground Supervision.
12. To accompany children on educational visits and outings as supervised by the teacher.
13. To implement and contribute to planned learning and play and to promote the inclusion of all pupils.
14. To assess, monitor and record children’s progress, health, behaviour and general wellbeing.
15. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
16. To meet with teachers, SENCOs, appropriate key stage coordinators and Trustees on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.
17. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
18. To supervise an individual or small group of children within a class under the overall control of the teacher.
19. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
20. To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
21. To meet the needs of incontinent pupils.
22. To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holder’s training (eg: Team Teach) and school policies and procedures.
23. To carry out administrative tasks associated with all of the above duties as directed by the Headteacher/teacher.
24. To attend staff meetings and school-based INSET as required.
25. To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty.

**General responsibilities**

1. To contribute to the overall ethos, vision and aims of the school and Trust.
2. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school and Trust including safeguarding, health and safety, equality and diversity and general data protection regulations.
3. Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust.
4. Be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required.
6. Your employment will be based at Gerrans School but you may be required to work at any other premises occupied by the employer or any of the employer’s academies within mid-Cornwall as directed by the employer.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to demonstrate a commitment to safeguarding throughout the public arena. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of a child.

**Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Relevant Experience** | * Good standard of practical knowledge, skills and experience of working with children in an Early Years Setting.
 | * Good standard of practical knowledge, skills and experience of working with children within a classroom environment or similar at different key stages or within different departments.
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| **Education & Training** | * Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience.
* Good levels of literacy and numeracy evidenced through qualifications.
 | * Completion of the DfES Induction for Teaching Assistants.
* CLANSA or Cornwall Certificate in SEN.
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| **Special Knowledge & Skills** | * Knowledge of EYFS curriculum and phonic skills and early reading.
* Good communication skills.
* Confident ICT skills
* Organisational skills.
* Practical skills relating to devising and implementing individual learning programmes.
* Ability to engage with parents and support their involvement with their child’s learning and development.
* First aid trained (or willing to undertake training).
 | * Knowledge of a range of issues relevant to education and child development.
* Food Hygiene certificate.
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| **Any Additional Factors** | * Able to manage competing priorities and to work to deadlines.
* Self-motivated, and able to work in a team.
* A deep professional interest and joyful enthusiasm for working with children.
* Patient, friendly and approachable.
* Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.
* A love of nature and outdoor learning in all weathers.
 | * Able to work without supervision.
* Plenty of energy and enthusiasm.
* Honesty, reliability and a good sense of humour.
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