

Job Description

School Name:	Whitehill Primary School
Job Title:	Nursery Teaching Assistant
Reports To:	Deputy Headteacher, Lower School
Role Summary: <ul style="list-style-type: none">● To work under the instruction/guidance of the Nursery Leader to provide Early Years support to pupils at a vital stage in their learning and development and their introduction to School life.● Under the direction and guidance of the Early Years Leaders to support teaching and learning; providing general and specific assistance to pupils.	
Key Tasks and Activities: <ul style="list-style-type: none">● Working with individual children or groups under the direction of the Nursery Leader● Supporting children age 3-5 to understand instructions and encourage their quality learning and development● Using your strong numeracy, literacy and communication skills to help develop pupil standards● Have the highest expectation that every child will make sustained academic and personal progress● Keeping children on task; escalating concerns to the Nursery Leader● Building and maintaining successful relationships with children, whilst treating them with respect and consideration● Preparing the Nursery activities and resources and restoring the setting after sessions; maintaining a safe environment throughout Nursery day for all children and adults● Working closely as a team with your immediate colleagues, with the other Nursery setting and our 3 reception classes	
Key Skills and Competencies: <p>Required:</p> <ul style="list-style-type: none">● GCSE Grade C/4 in English and Maths● Strong numeracy/literacy skills● Excellent communication skills, both oral and written● Experience of working with children of Nursery/Year R school age● Understanding of child development and learning● Work constructively as part of a team, and independently where required, understanding roles and responsibilities and your own position within these <p>Preferred:</p> <ul style="list-style-type: none">● Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality● IT skills	

General Information	
Equality of Opportunity	<ul style="list-style-type: none"> ● As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. ● Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> ● To treat all information acquired through employment, both formally and informally, in strict confidence. ● To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> ● Any other duties as reasonably required by any manager of the school. ● Participating in the ongoing development, implementation and monitoring of the EYFS strategic plan. ● Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> ● Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

September 2021