

## **JOB DESCRIPTION**

**POST:** Nursery Education Support Worker All Year Round

**GRADE:** Scale 3

**SECTION:**

**RESPONSIBLE TO:** Headteacher/Senior Nursery Education Worker  
Deputy Headteacher/Nursery Teacher

### **PRIMARY JOB FUNCTION**

To work as a member of a team to provide high quality, fully integrated care and education of children aged 0-5.

To work effectively in partnership with parents and to assist teachers and senior and other early years educators in the team to maintain a safe and secure environment for the children.

To be able to work shifts, where applicable, determined by the needs of the school, which delivers childcare 8am-5.30pm.

### **DUTIES AND RESPONSIBILITIES**

1. To assist in the fostering of the physical, social, emotional and intellectual development of all children attending the nursery, including those with special educational needs.
  2. To assist, as a member of a team, in the provision of a comfortable, safe, stimulating and aesthetically pleasing environment which provides consideration of families' ethnic, cultural and linguistic backgrounds and consideration of children's gender.
  3. To assist in observation, assessment and recording of each child's progress with reference to the nursery school's policies.
  4. To assist in daily, weekly and termly planning and evaluation to meet the children's needs and interests.
  5. To assist the Nursery Teacher/Senior Nursery Education Worker working with individual and groups of children as appropriate to their development.
  6. To work in partnership with parents.
  7. To assist in organising a smooth transition from home to the nursery, and between the nursery and primary school.
  8. To display the children's work to draw attention to their achievements.
  9. To keep up to date with current thinking by attending courses, reading documents, articles etc as required in fulfilling this role.
  10. At all times to carry out duties with due regard to the school's Health and Safety Policy.
  11. To work within and promote the school's Equal Opportunities Policies.
  12. To undertake such other duties as may be required by the Headteacher/Deputy Head/Senior/Nursery Teacher, which are commensurate with the job and grade.
  13. To promote the safeguarding of Children.
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14. Attend and participate in relevant training, during contracted hours, and share the knowledge and ideas gained with colleagues.
15. To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as achieved by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

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Signed:

Date:

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## PERSON SPECIFICATION

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**SECTION:**

**RESPONSIBLE TO:** Headteacher/Senior Nursery Education Worker  
Deputy Headteacher/Nursery Teacher

You should demonstrate on your application form how you meet the following essential criteria.

REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T
E1	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test).	A
E2	Experience of working with children (either in a paid or unpaid capacity) preferably in an education setting. Experience of working with children with special educational needs.	A/I
E3	Hold a level 2 Childcare qualification or equivalent.	A
KNOWLEDGE, SKILLS and ABILITY		
E4	Knowledge and understanding of the needs of young children	A/I
E5	An understanding of the needs of children from ethnic minorities, including children who are bi or multi lingual.	A/I
E6	An understanding of the importance of Child Protection and the willingness to acquire knowledge of Child Protection issues and procedures.	A/I
E7	An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations.	A/I
E8	An understanding of Equal Opportunities and a commitment to putting it into practice in daily work.	A/I
E9	An understanding of health and safety in the workplace and how to implement it in this area of work.	A/I
E10	The ability to promote all aspects of children's learning and development.	A/I
E11	The ability to relate easily to children, staff, parents and other agencies and to work as part of a team.	A/I
E12	The ability to communicate clearly both orally and in writing.	A/I
E13	The ability to work within a multi racial setting and to ensure that each child's racial identity is respected, maintained and enhanced.	A/I
E14	A commitment to staff development and training.	A/I
E15	Ability to work as a member of a team and contribute to planning and to resolving difficulties within the team setting.	A/I

E= Essential D= Desirable

Assessed by: A= Application I= Interview T= Test

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