

# HURLINGHAM NURSERY

## Job Description

- Job Title:** Nursery Teaching Assistant
- Accountable to:** Teachers, Head of Nursery & Principal
- Role:** The responsibilities and duties of a Teaching Assistant are as follows:



### Pastoral

1. Gain knowledge of all children in the setting in order to identify their personal, emotional and physical needs
2. Encourage good manners, co-operation and good discipline for all children
3. Notify Class Teacher of incidents and concerns regarding children
4. Provide intimate care to children whenever necessary (for example, for those working in nursery, changing nappies)
5. Abide by all Health and Safety procedures and report any concerns regarding Health and Safety immediately to the Principal, Head of Nursery and Head
6. Abide by the school's Safeguarding Policy and procedures and report any concerns regarding safeguarding immediately to the Principal as DSL and Head of Nursery, Deputy Head of Nursery and Head as DMS.

### Teaching and Learning

7. Assist in the educational development of pupils under the direction and guidance of the Class Teacher, Head of Nursery and the Head
8. Provide support for individual pupils inside and outside to enable them to participate fully in activities
9. Support groups as requested by the teacher
10. Have knowledge of the daily planning and activities involving the pupils
11. Assist Teachers with maintaining pupil records, including pupil observations

### Administrative duties

12. Prepare and present displays of children's work
13. Support class teachers in photocopying and other tasks in order to support teaching
14. Assist in maintaining an orderly classroom
15. Maintain classroom equipment
16. Supervise pre-break and pre-lunch washrooms
17. Check washrooms for potential hazards and adequate supplies
18. Keep cloakroom area organised
19. Assist during playground and park duties as dictated by rotas
20. Undertake other duties from time to time as the Teacher, Head of Nursery or Head require

## **Standards and quality assurance**

- 21.** Support the aims and ethos of the school at all times
- 22.** Set a good example in terms of dress, punctuality and attendance
- 23.** Attend regular meetings with class teacher, year group and section
- 24.** Attend INSET days at start and end of term
- 25.** Be proactive in matters relating to health and safety

## **Other duties and responsibilities**

- 26.** Take sole charge of an individual child, group of children or the whole class from time to time, or in an emergency, as directed by the Teacher, Head of Nursery or Head
- 27.** Together with colleagues, provide after-school care including facilitating art, craft or sporting activities and serving a light afternoon tea two afternoons a week until 6pm.
- 28.** Any other reasonable request made by the Head of Nursery, Principal or Head.
- 29.** Together with colleagues, provide Holiday Club care for the month of August. Monday to Friday 8am – 5pm.

The Nursery School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

This job description will be reviewed annually and may be subject to amendment at any time by the Head of Nursery or Principal, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham Nursery School in relation to the post holder's professional responsibilities and duties.