

## **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 positive behaviour in all children
- 3.** Notify Class Teacher of incidents and concerns regarding children
- 4.** Provide intimate care to children whenever necessary (for example changing nappies)
- 5.** Abide by all Health and Safety procedures and report any concerns regarding Health and Safety immediately to the Head of Nursery or Head
- 6.** Abide by the school's Safeguarding Policy and procedures and report any concerns regarding safeguarding immediately to the Head of Nursery as DSL, Deputy Head of Nursery or Head

### **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 in class, outdoors and during specialist sessions to enable them to participate fully in activities
- 9.** Support specific individuals or 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 directed by the Head of Nursery

### **Standards and quality assurance**

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

Hurlingham Nursery provides 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 a warm and welcoming environment centred around family values.

This job description will be reviewed annually and may be subject to amendment at any time by the Head of Nursery, 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.

We are dedicated to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.