

SCOTT PRIMARY SCHOOL



TITLE: Nurture Group Assistant with Midday Supervisory Assistant duties
16 hrs and 15 mins per week
Mon-Fri Noon to 3.15pm

RESPONSIBLE TO: The Headteacher, The Nurture Group Leader, SENCO

PURPOSE: To assist the Nurture Group Leader in providing a caring and supportive environment for KS1 and KS2 pupils which enables them to participate fully in all aspects of school life.

MAIN RESPONSIBILITIES

1. To participate in and foster the learning experiences provided for pupils by encouraging appropriate social behaviour and catering for their general welfare.
2. To participate in and help maintain Literacy and Numeracy programmes.
3. To support individual pupils with specific programmes as identified by the team.
4. To contribute in a team situation to the orderly maintenance of the established daily routine. It is important to provide, with the Nurture Group Leader, a model of good behaviour and successful working partnership.
5. To contribute to the physical, social, emotional and intellectual well being of all those pupils within the Nurture Group.
6. To assist in the recreational activities including out of school visits which may be necessary as part of the care and education of pupils.
7. To share in the organisation, management and maintenance of resources.
8. To ensure equality of opportunity.
9. To supervise children at break times as necessary.
10. To take an active part in all aspects of school life as appropriate.
11. To follow the school's Child Protection Procedures.
12. To undertake any training and further development of the role.
13. To attend and contribute to meetings with the Educational Psychologist and external agencies, when requested by the Nurture Group Leader.
14. To engage in analysis of data to help support learning in the Nurture Group.
15. Liaise with and support parents in implementing strategies.
16. Liaise with and share data with the school's Family Manager.
17. Liaise with staff to ensure effective transition strategies.
18. Undertake Midday Supervisory Assistant duties daily.
19. To undertake any other duties of a similar level and responsibility as may be required from time to time.