SCOTT PRIMARY SCHOOL

Job Description – Teaching (Nursery) Assistant Level 3

HOURS OF WORK:	Monday to Friday 8.30am-1.00pm Term time only plus 5 training days
TYPE OF WORKPLACE:	Mainstream school
RESPONSIBLE TO:	Nursery Lead / Headteacher / SENCO
JOB PURPOSE:	Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

We are looking for a caring, hardworking and inspirational Level 3 Teaching Assistant to join our fabulous Nursery team at Scott Primary School.

Our children are well behaved and enthusiastic learners. You will be joining a supportive, friendly and dedicated team who all want the best for our children.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).

2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.

3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.

4. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils is also required.

5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator

Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities, which will include running intervention groups, and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans.

2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.

3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).

4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures

2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.

3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.

4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

5. To undertake tasks of a similar nature and level, as directed by the Headteacher/ Nursery Manager.