

**Hardwick Community Primary School**

**JOB DESCRIPTION APPENDIX : Nursery Nurses/Teaching Assistants**

**POST: Nursery Nurse - equivalent to Teaching Assistant - Level 2**

**HOURS: 28**

**PURPOSE OF JOB:**

Support the classroom teacher to facilitate the active participation of EYFS children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

**MAIN RESPONSIBILITIES:**

**1. Support for children**

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

**2. Support for the curriculum**

- Support the delivery of the EYFS curriculum and in the planning of activities to support learning in all 6 key areas.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

**3. Support for the teacher**

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs if appropriate.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.

- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

#### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.