

# Role Profile



## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>1/2CLES</b>	<b>Role Title</b>	<b>Nursery Assistant</b>
<b>Grade</b>	S1/2	<b>Reports to (role title)</b>	<b>Lead Practitioner</b>
<b>JE Band</b>	98-113	<b>School</b>	<b>Dorking Nursery School</b>
		<b>Date Role Profile was created</b>	<b>Sep-19</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To be a member of the team, providing a stimulating and safe environment to enable children to fully access the provision in order to meet their individual needs.</p> <p>Key functions include:-</p> <ul style="list-style-type: none"> <li>- implement the EYFS</li> <li>- help to plan and set up an environment and a range of activities with the children's learning is maximised</li> <li>- support individual children by working closely with their key person or lead practitioner to ensure outcomes for the child are addressed</li> <li>- work in all areas of the environment, both inside and outside as timetabled and take responsibility for the learning, supervision and welfare of the children as directed by lead practitioners</li> <li>- develop the children's learning through a variety of strategies which include teaching, role modelling, support and encouragement</li> <li>- support the lead practitioner to deliver specific learning outcomes for children and follow individual support plans</li> <li>- use and model clear English, as well as other forms of communication, such as Makaton, PECS, PODD</li> <li>- initiate and engage with all children in their play</li> <li>- liaise closely with other members of the team to exchange information about key children</li> <li>- undertake observations of the children in order to contribute to the individual child's records</li> <li>- supervise children during lunchtime/snack</li> </ul>
<b>Work Context</b>	<p>Dorking Nursery School is the only outstanding rated maintained nursery school in Surrey with National Support School and National Leader of Education status. The ethos is that staff are highly skilled, hard working, committed and have a passion to see disadvantaged families succeed. Those working for Dorking Nursery School will be expected to have drive and be willing to be flexible in their approach to families and other team members. There are approximately 80 children on roll aged 2-5 in the Nursery including a Special Needs Centre.</p> <p>The Governing Body of Dorking Nursery School is also responsible for leading the Mole Valley Family Centre and Chertsey Nursery School.</p>

<b>Line management responsibility</b>	Not applicable
<b>Budget responsibility if applicable</b>	Not applicable
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Support delivery</p> <ul style="list-style-type: none"> <li>• Supervise conduct of pupils, ensuring safe and orderly conduct within designated areas.</li> <li>• Be familiar with safe use of outdoor equipment.</li> </ul> <p>Planning and Organising</p> <ul style="list-style-type: none"> <li>• Carrying out simple and repetitive tasks in accordance with defined standards and quality.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Answer simple queries politely and refer others.</li> <li>• May carry out basic intimate care for pupils in the event of an emergency.</li> <li>• Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>The Core National Standards for Supporting Teaching &amp; Learning: To understand and carry out role in line with agreed standards, expectations &amp; qualifications.</p> <p>Contribute to and influence children's learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy.</li> <li>• Ability to understand basic health and safety and hygiene and other relevant procedures.</li> <li>• Able to operate basic equipment.</li> <li>• Good listening skills and enthusiasm to learn.</li> <li>• Accuracy and ability to follow instructions.</li> <li>• Able to exchange basic information verbally or in writing.</li> <li>• May be required to undertake manual handling and physically demanding work.</li> <li>• Basic IT skills</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Candidates must have excellent written and verbal english skills.</p> <p>Keen interest to develop and work with young children, attend relevant training and CPD for the post.</p> <p>Ability to be flexible and take own initiative.</p> <p>Attend meetings as directed.</p> <p>This post is subject to satisfactory references, DBS and pre-employment checks.</p>
<b>Role Summary</b>	<p>Roles at this level carry out basic supervision of children. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>



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