

Role Profile



Part A - Grade & Structure Information

Job Family Code	1/2CLES	Role Title	Nursery Assistant
Grade	S1/2	Reports to (role title)	Lead Practitioner
JE Band	98-113	School	Dorking Nursery School and CC
		Date Role Profile was created	Jun-18

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.

Role Purpose 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"> - implement the EYFS - help to plan and set up an environment and a range of activities with the children's learning is maximised - support individual children by working closely with their key person or lead practitioner to ensure outcomes for the child are addressed - 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 - develop the children's learning through a variety of strategies which include teaching, role modelling, support and encouragement - initiate and engage with all children in their play - liaise closely with other members of the team to exchange information about key children - undertake observations of the children in order to contribute to the individual child's records
Work Context	<p>Dorking Nursery School and Children's Centre is one of Surrey's 4 Maintained Nursery Schools. There are approximately 90 children on roll aged 2-5 in the Nursery including a Special Needs Centre. The Nursery School and Children's Centre work cohesively focussing on the needs of the whole family.</p> <p>Children's Centre activities take place at both the West Street and Goodwyns Road site, the local reach area for the Children's Centre is approximately 1,500 0-5 year olds.</p>
Line management responsibility	Not applicable
Budget responsibility if applicable	Not applicable

<p>Representative Accountabilities</p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Support delivery</p> <ul style="list-style-type: none"> •Supervise conduct of pupils, ensuring safe and orderly conduct within designated areas. •Be familiar with safe use of outdoor equipment. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Carrying out simple and repetitive tasks in accordance with defined standards and quality. <p>Work with others</p> <ul style="list-style-type: none"> • Answer simple queries politely and refer others. • May carry out basic intimate care for pupils in the event of an emergency. • Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & 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 & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.</p> <p>Contribute to and influence children’s learning and personal development.</p> <p><u>To have regard to and comply with safeguarding policy and procedures.</u></p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Basic numeracy and literacy. • Ability to understand basic health and safety and hygiene and other relevant procedures. • Able to operate basic equipment. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Able to exchange basic information verbally or in writing. • May be required to undertake manual handling and physically demanding work. • Basic IT skills
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<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>
<p>Role Summary</p>	<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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