

**JOB FAMILIES ~ Nursery Assistant
Level descriptor – Level 3 (JG3)**

<p>Role purpose: To actively contribute and support high quality care and education to children aged 0-5 years attending the nursery, ensuring developmental needs are met. Working positively in partnership with parents/carers whilst creating a safe and nurturing environment as part of the nursery team.</p>	
<p>Typical activities</p> <p>To assist with the planning of the curriculum and delivery of the Early Years Foundation Stage; providing safe, creative and inclusive opportunities for children to learn and progress; organising equipment, setting up and facilitating activities.</p> <p>Under the guidance of the Room Lead to act as a Keyworker to a group of children (6 children based on 1fte), liaising closely with parents/carers to ensure needs are met and progress is made.</p> <p>To be responsible for making observations of children’s learning and development and determining the most appropriate next steps.</p> <p>To ensure activities are carried out safely and responsibly in accordance with statutory requirements, informing management of concerns.</p> <p>To follow all policies and procedures and to be mindful of risk assessments throughout day to day duties.</p> <p>To ensure the nursery offers the highest standards of physical and emotional care, health and safety and personal and food hygiene at all times.</p> <p>To interact daily with children to provide stimulating activities to promote all areas of learning, nurturing children’s holistic needs through equality of opportunities.</p> <p>To work as part of a wider multi-disciplinary team (i.e. other professionals and agencies involved with the child/family).</p> <p>To attend staff meetings, CPD, family/nursery events outside of normal working hours.</p>	<p>Knowledge, skills & experience</p> <p>Relevant Level 2/3 Childcare/Early Years qualification preferable.</p> <p>Maths and English GCSE grade C or above, or equivalent.</p> <p>An ability to observe and record children’s learning and development; when required produce reports relating to this, i.e. IPP’s (individual progress plan).</p> <p>Experience of working with children aged 0-5 and their families.</p> <p>Understanding of child protection/safeguarding and how this can impact on all aspects of child development, including completion of Safeguarding course.</p> <p>Level 2 Food Handling course.</p> <p>Paediatric First Aid course.</p> <p>Reflective approach with a commitment to personal development.</p> <p>Has an understanding and awareness of relevant legislation and guidance including, but not exclusively, EYFS, Statutory guidance, SEND, Prevent Duty, relevant safeguarding documents.</p> <p>Ability to work independently using own initiative.</p> <p>Ability to work effectively as part of a dynamic team.</p> <p>Ability to demonstrate and promote outstanding practice in line with the nursery’s ethos.</p>

<p>To be committed to continuous professional development, attending mandatory training and other courses to enhance knowledge and further meet the needs of children and families.</p> <p>To competently use technology i.e. computers, iPads, cameras.</p> <p>To provide, value and promote the indoor and outdoor environments.</p> <p>To actively promote and support the safeguarding of children, ensuring policies and procedures are observed at all times.</p> <p>To promote positive values, attitudes (including British Values) and child behaviour, dealing promptly with conflicts and encouraging children to independently find solutions/become problem solvers.</p> <p>The work requires kneeling, bending and crouching for periods of time, lifting/holding children during planned activities, preparing snacks, cleaning and changing nappies/toileting duties.</p>	<p>To be a caring, friendly, approachable, inclusive professional with a strong enthusiasm towards working holistically with children.</p>
<p>Performance measures</p>	<p>Competencies</p>
<ul style="list-style-type: none"> • Line manager assessments (1:1's, appraisals) • Audits of learning diaries • Feedback from service users, colleagues and the leadership team • Observations of practise from Room Leads and Deputy Manager 	<p><u>Team working</u> – co-operation and flexibility, contributes positively by sharing information and supports team consensus. Reflective. Work across all 3 local authority nursery sites as needed.</p> <p><u>Outcome focused</u> – makes specific changes in work methods to improve outcomes and experiences for the service user.</p> <p><u>Problem solving and judgment</u> – confident in making decisions within guidelines.</p> <p><u>Planning and organising</u> – prioritises what is important in line with team plan service goals; putting service uses central to all work.</p> <p><u>Business awareness</u> – understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on theirs.</p>

Suggested posts: LSA (Qualified), Deputy Play Leader, Nursery Worker, Intermediate Care Assistant