

## Teaching Assistant Job Description

<b>School:</b>	<b>Ide Primary School</b>
<b>Salary Grade:</b>	<b>D</b>
<b>Title:</b>	<b>Nursery Leader</b>
<b>Reporting to:</b>	<b>Headteacher</b>

### Main purpose of the job

The Nursery Leader will be responsible for the overall management, organisation, and development of the nursery provision within Ide Primary School. They will ensure high-quality education and care for nursery-aged children, working closely with the Early Years team, school administrator, and the Headteacher to support children's learning, development, and well-being. The Nursery Leader will also be responsible for maintaining strong relationships with parents and carers, ensuring effective communication and engagement.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third-party services.

### Key responsibilities

#### Leadership and Management:

- Lead the nursery provision, ensuring a safe, stimulating, and inclusive environment for all children.
- Work closely with the Early Years team and Headteacher to ensure a smooth transition between nursery and Reception.
- Take responsibility for the nursery's registration and compliance with statutory requirements, including EYFS (Early Years Foundation Stage) and safeguarding regulations.
- Work with the school administrator to process new applications and manage waiting lists.
- Monitor and evaluate the quality of provision, ensuring continuous improvement.
- Manage nursery staff, providing support, guidance, and professional development opportunities.

#### Teaching and Learning:

- Plan and implement a rich, play-based curriculum in line with the EYFS framework, promoting children's learning and development. This will include building strong foundations in number and phonics so that children can make a good start to Reception.
- Assess children's progress, identifying areas for development and planning next steps in their learning.
- Ensure high-quality interactions that support communication, language development, and school readiness.
- Promote an inclusive environment, meeting the needs of all children, including those with SEND (Special Educational Needs and Disabilities).
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### **Parental Engagement & Communication:**

- Develop strong relationships with parents and carers, keeping them informed about their child's progress and development.
- Use online platforms to communicate to parents and carers and promote the work of the nursery.
- Organise and lead parent workshops, meetings, and events to support home learning.
- Handle any parental concerns or queries effectively, ensuring open and transparent communication.
- Liaise with outside agencies to ensure that children receive the support they need.

#### **Safeguarding & Welfare**

- Ensure the health, safety, and well-being of all children within the nursery setting.
- Be a designated safeguarding lead or deputy if required.
- Implement effective policies and procedures for behaviour management, inclusion, and equal opportunities.

#### **Administration & Compliance**

- Maintain accurate records for children, including attendance, progress tracking, and any safeguarding concerns.
- Ensure all policies and procedures are followed, including those related to health and safety, safeguarding, and SEND.
- Work within the allocated budget, ensuring resources are well managed and appropriately maintained.

#### **Support for the school:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime/breaktimes
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene, intimate care and physical needs of children with regard to health and safety as required.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

***At ELAT we expect staff to model the behaviours of a professional at all times.***

Name: (Printed)	
Signed:	
Date:	

## Person Specification

Essential	Assessed through
Good English and Maths Skills (GCSE Grade C/4 or above)	Application
Level 3 Early Years qualification (or higher).	Application
Proven track record of delivering high-quality early years provision.	Application/interview
Ability to form positive relationships with children with social, emotional and mental health needs	Application
Experience working with the EYFS framework and statutory requirements.	Interview
Care about the wellbeing of all children; understanding and commitment to safeguarding and child protection procedures	Application/interview
Experience working within an Early Years setting.	Application
Good interpersonal skills	Interview/references
Good ICT skills	Application/references
Ability to be flexible and use own initiative	Interview
Ability to relate well to children and adults	Application/references
A genuine love of teaching and rapport with children	Interview
Commitment to further professional development	Application/references
Excellent relationships with colleagues and ability to work within a team	References
Maintaining a professional and confidential approach to information about pupils, families and staff	Interview
Desirable	Assessed through
Degree or higher-level qualification in Early Years	Application
Food handling qualification	Application
Paediatric First Aid qualification	Application
Experience working within a school-based nursery setting.	Application/References/Interview