



Twyford School

NURSERY ASSISTANT Within the Nursery

IN THE PRE-PREP DEPARTMENT

JOB DESCRIPTION

ACCOUNTABLE TO: Nursery Teacher / Head of Pre-Prep / Headmaster

ACCOUNTABLE FOR: Children in class /group/ care

RESPONSIBILITIES:

1. Nursery class support
2. General Duties

1. CLASSROOM SUPPORT

- To work with colleagues, parents, visitors and children in a professional manner which is conducive to and promotes the agreed aims and values of the school.
- To participate in professional development activities and take responsibility for own professional development.
- To participate fully as a member of the school team in helping to provide a happy, stimulating, safe, educational environment.
- To provide outstanding pastoral care for the children in the Nursery and throughout the school.
- To respect and maintain confidentiality.
- To contribute to planning and assessment with colleagues, including use of on-line Learning Journeys.
- Preparation of resources including photocopying, art materials, cooking ingredients etc.
- Assist with displays.
- Help with snack times, drinks and lunch time.
- Help with changing and toileting of children .
- Assist and partake in outdoor play and woodland learning.

- Support whole class group during carpet time where necessary/appropriate.
- Work with groups of children, pairs or individuals to support playing and learning across the curriculum.
- Support children on 1:1 programmes having received training and childrens' targets.
- Ensure the classrooms and surrounding indoor/ outdoor areas are clean and tidy at the end of the day.
- Ensure resources are kept clean and tidy.
- Contribute to daily Risk assessments of indoor/ outdoor areas.
- Undertake Paediatric First Aid training.
- Familiarise self with medical, SEND and needs of children in class.
- Be aware of mini-bus safety.
- Be responsible for a group of children on out of school trips.
- Attend and contribute to Curriculum meetings and Parents Evenings.

2. GENERAL DUTIES

- Support outdoor/playtime duties each week in Pre-Prep if required
- Attend and participate in Supervision meetings with the Head of Early Years..
- Attend Admin/Staff Meetings where possible/appropriate.
- Attend Inset days.
- Attend cluster meetings & relevant training.
- Be responsible for maintaining an area within the school eg. hall, outside shed, workroom etc.
- Provide crèche facility during Assemblies and services.
- Assist with escorting children to music/PE/dance and swimming lessons.
- Assist with children who are taken ill or have an accident.
- Record all accidents/first aid in first aid or incident book.
- Ensure own child protection and first aid training are up-to-date.
- Appreciate the need for flexibility if other members of staff are absent.
- Attend and contribute fully to the life of the school and to school functions at evenings and weekends including Christmas fair, Extravaganza and Sports Day.

Karen Rogers

Twyford School is an equal opportunities employer. The School operates a No Smoking policy.

Twyford School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.