

JOB DESCRIPTION

Date

Nov 19

Job title:

Nursery Assistant

Reporting to:

Headmaster

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Working at St Margaret's Prep

St Margaret's prep was founded in 1946 and is a well-regarded and thriving 11+ day preparatory school. The school is located in beautiful parkland in rural north Essex and has excellent classroom and sporting facilities. The Powling Nursery is a brand new purpose built facility that was opened in September 2017. St Margaret's pupils are enthusiastic, courteous and happy and while the school is non-selective, academic outcomes are high and the School has an enviable reputation for high academic standards. Pupils leaving the School at the end of Year 6 move to a range of selective independent and local grammar schools. There are currently over 200 pupils in the school which is based on a two form entry system.

Working for Cognita

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us. Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

You will be part of a dedicated and hardworking team that is committed to high quality care in our fabulous new, purpose built nursery facility. St Margaret's pupils are bright, enthusiastic hardworking and a pleasure to teach. A whole hearted commitment to the academic and extra-curricular life of the School is an expectation.

Key Responsibilities

Safeguarding

- Promoting and maintaining the highest levels of safeguarding for all pupils.
- Insisting on high standards of behaviour in and out of the classroom.

Teaching, supervision and caring for pupils

- Work with individuals or small groups of children under the direction of teaching staff/Head of Department.
- Planning, preparing and delivering innovative and engaging lessons/activities.
- Set high standards in all areas.
- Develop a working knowledge of the EY curriculum to ensure suitably progressive next steps for all children.
- Arrive promptly to all lessons and duties in line with set timetable.
- Provide a model of good practice for pupils (and colleagues) and treat each pupil with respect and dignity, whilst sensitive to individual needs, strengths and difficulties.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Communicating and consulting with parents in a proactive and professional manner.
- Maintaining good relationships with parents, outside agencies and the general public in upholding the school's image and supporting its work.
- Attend to pupils' personal needs including help with social, welfare and health matters, including changing nappies and first aid, in accordance with the school policies.
- Promote positive pupil behaviour in line with the school policies and help keep pupils on task.
- Assist with the display and presentation of pupils' work throughout the school, and tidiness of all areas.
- Ensure the classroom and outside area and equipment is kept safe and tidy.
- Ensure that the classroom environment is colourful, purposeful and well organised.
- Carry out lunch and playtime duties.
- To assist with pre- and post-school care provision.
- Assist with escorting pupils on educational trips away from school which may be residential.
- Attend to staff notices, rotas, emails, staff meetings etc., as appropriate.
- Be familiar with and put into practice all school policies and procedures and keep up to date with development.
- To respect confidentiality at all times and under all circumstances.

Assessment and reporting

- Maintaining accurate assessments and records on pupil development, progress and attainment in all areas of the Early Years Foundation Stage.
- Retain an up to date knowledge of each pupil's stage of development with regard to management programmes etc., and share information with colleagues as appropriate.
- Working with other EY staff to complete reports and references on individuals or groups as required.

Appraisal

- Participating in a performance management programme and supervision meetings.

Further learning and development

- Consistently reviewing EY methods and programmes of study to accommodate developments in education.
- Attend all staff in-service and other training courses as required, in order to promote personal and professional development. Some training courses may be out of normal working hours.
- Actively engaging in your own professional development.

Educational Methods

- Working with the Head, Deputy Head, subject co-ordinators and other teachers on the preparation and development of schemes of work, teaching materials, methods of teaching and assessment.

Staff meetings

- Attend and participate in relevant school meetings when required.
- Working with other members of staff as necessary to ensure a smooth transition into the next academic year.

Administration

- Participating in administrative and organisational tasks required to ensure effective delivery of curriculum and pastoral care.
- Registering the attendance of pupils as required.
- Undertaking supervision duties as required.
- To carry out the terms and conditions of your contract.

This job description reflects the present requirements of the post. It may be necessary to review the job description as the school develops. Significant changes to the duties and responsibilities of the Nursery Nurse will be introduced in consultation with the post holder.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be adhere to and ensure compliance with the School's Child Protection Policy statement at all times. If in the course of carrying out duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

Principal Working Relationships

Heads of Department, Deputy Head, Head

Person Specification

Education and Skills

- Cache Level 2 or equivalent
- Good literacy, numeracy and ICT skills
- Good understanding of the EYFS
- A willingness to become involved in the wider life of the school
- Well organised, creative and innovative

Training and Experience

- Experience in working in Early Years education
- Paediatric First Aid (or willingness to achieve this qualification within three months of taking up the post)
- Food hygiene training (or willing to achieve this qualification within three months of taking up the post)

Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount

Signed..... (Post Holder)

Signed.....(Head)

Date.....