



The Rainbow Multi Academy Trust Job Description

Job Title: Nursery Assistant (Outdoor Nursery Lead)

Accountable to: Nursery manager/teacher Head and SLT

Salary band: B3

Contract type: Permanent variable

Main purpose of the job

To work under the supervision of our Early Years lead to plan and deliver day to day provision for children in our outdoor nursery. To take a pro-active role in the support of the educational, social and physical needs of children in the nursery.

Duties and responsibilities:

1. To provide care for children, ensuring that all their needs are met, especially regarding safety and welfare.
2. To carry out activities that provide safe, creative and enjoyable play.
3. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Early Years Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
4. To establish supportive relationships with children and to encourage acceptance and inclusion of all children attending the nursery.
5. To encourage social integration and individual development of children. To develop methods of promoting and reinforcing children's self-esteem.
6. Alongside the EYFS lead, to complete medium and short term planning.
7. In conjunction with the EYFS lead to create an inspiring and enabling learning environment in which all children can play, learn and develop.
8. To support staff to prepare, use and maintain relevant outdoor nursery resources, ensuring that they are cleared away appropriately at the end of each session.
9. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all outdoor nursery materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary equipment and materials are readily available at all times.

10. To assess, monitor and record children's progress in relation to the Early Years' Curriculum, and to give feedback to the EYFS lead with regard to children's progress.
11. To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and educational needs of children to the EYFS lead or Headteacher as appropriate.
12. To liaise with the SENCO and other relevant school staff to ensure that pupils' needs are identified and supported accordingly. To work alongside external professionals where necessary.
13. To meet with the EYFS lead and other appropriate personnel on a regular basis to discuss improvements to the care practices, delivery of the curriculum and progress and concerns regarding individual pupils.
14. To be aware of confidential issues linked to home/child/nursery and to ensure the confidentiality of such sensitive information.
15. To supervise groups of children within the nursery under the overall supervision of the EYFS lead.
16. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
17. To carry out administrative tasks associated with all of the above duties as directed by the EYFS lead, including risk assessments and registers.
18. To remain aware and work within all relevant school working practices, policies and procedures.

Providing support for the school by

1. Complying with and assisting with the development of policies and procedures relating to child protection, behaviour, anti-bullying, anti-racism, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Establishing constructive relationships and communicating with other agencies/professionals, to support achievement and progress of pupils.
3. Attending and participating in regular meetings as required.
4. Participating in training and other learning activities as required.
5. Recognising own strengths and areas of expertise and using these to advise and support others.
6. Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in nursery.

Professional duties

- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties and to follow the Trust's GDPR policies and procedures.
- The postholder is responsible for his/her own self-development on a continuous basis.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Have a willingness to travel to undertake training as directed by the Head or Trust Senior Leadership.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To attend staff meetings and INSET days as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head to carry out appropriate duties within the context of the role.

Person specification

Attributes	Essential	Desirable
Education & Training		
<u>Level 3 qualification</u> s	• Qualified to NVQ level 3 or above in a relevant early years qualification • GCSE (or equivalent) grade 4 or above in English and Maths	• SEND • Behaviour Management • Paediatric first aid • First aid in the outdoors • Forest School/ leader training
<u>Relevant Experience</u>	• Good standard of practical knowledge, skills and experience of working with children. • Understanding of the EYFS and principles of child development and learning processes. • Working with families, establishing and maintaining relationships.	• Good standard of practical knowledge, skills and experience of working with children within a nursery setting. • Experience of working in an outdoor learning environment
<u>Special Knowledge & Skills</u>	• Knowledge of a range of issues relevant to education and child development. • Knowledge of Early Years curriculum & the characteristics of effective learning • Organisational skills. • Good communication skills. • Basic ICT skills.	• The range of local support services/providers • Understanding of relevant legislation/codes of practice relating to child protection.

<u>Any Additional Factors</u>	• Able to prioritise between different demands. • Able to work to deadlines. • Self-motivated, and able to work in a team. • An interest in children and education. • Patient and friendly approach. • Displays an awareness, understanding and commitment to confidentiality and the protection and safeguarding of children and young people.	
	• When working in the Trust's Church schools, displays the ability to fully uphold the Christian ethos and values of the school	

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 as need arises and following consultation with you, may be changed to reflect changes in the job requirements.