

<b>Salary:</b>	NJC Pay Scale, Grade C
<b>Responsible to:</b>	
<b>Date of Job Description:</b>	24/03/22

### **Purpose of the Role:**

To assist nursery staff, as part of a professional team, in working with children on their education and social development and provide a high quality of care.

### **Main Tasks and Responsibilities**

#### **General Duties:**

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

#### **Key Duties**

1. Under the direction and supervision of qualified staff assist in the delivery of activities enhancing children's social and educational development

2. Assist in setting up and clearing away of displays and activities, including ensuring that the materials and equipment are safe and clean
3. Communication with early years pupils to encourage social, educational and physical development and acceptable behaviour
4. Provides assistance to children on social, welfare and health matters and provides support to other qualified staff on behaviour management of children.
5. Attend to children's personal needs
6. Exchange information with other staff, parents / carers
7. Assist other staff with the assessment procedures to ensure children's progress is satisfactory.
8. Maintain confidentiality and safeguarding procedures

**Individuals in the role may also:**

1. Assist in supervising children at meal time
2. Update children's records.
3. Resolves day to day problems in relation to learning and play activities
4. Contribute to the planning of activities for the session, day or week.
5. Responsible for the support of practical learning and play activities of individuals or groups of children
6. Demonstrate own duties to new or less experienced staff
7. Have Key Worker responsibilities for particular children

**Indicative knowledge, skills and experience**

- Completed a common core programme of induction for working with children
- Knowledge /skills equivalent to current National Qualifications level 2 or equivalent experience