



Nursery Nurse/Teaching Assistant Job Description

Post Title:	Nursery Nurse/ Teaching Assistant
Working Pattern:	The working hours (which are specific to each Nursery Nurse/Teaching Assistant) are time-time only. Overtime, as agreed in advance with the School will be paid at normal rate or may be taken as time of in lieu as agreed with the Bursar/Head.
Hours:	Are 7:45am – 4:15pm to cover Early Class and Late Class. 30 minute unpaid lunch. Unless express consent is given by the Bursar/Head, all holidays must be taken during the School Holidays.
Location:	Orley Farm School
Responsible to:	Head of Pre Prep
Post Objective:	To work with teachers to raise the learning and attainment of pupils whilst also promoting their independence, self-esteem and social inclusion.
Other Considerations:	You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to. Safeguarding all children at school is of prime importance.

The Nursery Nurse/Teaching Assistant shall fulfil the following:

- Work with pupils, the class teacher, family and support assistants.
- Be involved in planning for the needs of the pupil.
- Gather curriculum materials for modifications in advance of lessons and make and prepare resources where necessary.
- Use ICT effectively to support learning.
- Encourage development of pupils independent learning skills.
- Attend and contribute to review meetings, including annual reviews.

- Contribute to the monitoring and evaluation of the support given.
- Work closely with the teaching and support staff in the pastoral work of the school.
- Contribute to the home/school links according to the school policy.
- Maintain the discipline and standards of the school.
- Communicate effectively with pupils, colleagues and parents.
- Be aware of current school policies and ensure their implementation.
- Supervise break-times as required.
- Complete administrative tasks for Head of Section and other staff as required.
- Plan with other members of staff where appropriate.
- Provide First Aid, in the absence of the School Nurses.
- Carry out any additional reasonable requirement of the Head or Head of Section.
- Attend and support Sectional events, within school and out of school hours.
- Attend in service training and professional development courses when appropriate.
- Carry out any other duties that may be commensurate with the post.
- To cover Early Class and Late Class.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. It is essential that there is compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post-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 Head (if different).

This Job Description is subject to review in line with CPD/Performance Management.