

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: DCEEHS
Post Reference No: NB 22/11	Location: New Bridge Nursery School
Job Title: Nurture Assistant	Grade/Salary Range: Depending on hours and experience

JOB PURPOSE

To support the children in their development, education and play
To work alongside teachers and nursery nurses in planning for children's development
To support staff with providing a stimulating and holistic learning environment
To provide evidence of children's progress and development to key workers

DESIGNATION OF POST AND POSITION WITHIN NURSERY STRUCTURE

To work with class teacher and EYP's predominately based at New Bridge Nursery School and may, on occasions, be asked to work at our other sites as necessary who are part of REYS Federation.

MAIN DUTIES AND RESPONSIBILITIES

1. Support the children during the nursery session working and supporting their development and learning through play
2. Liaise generally with nursery staff, in order to work as part of the team
3. To support and care for children with additional needs
4. Support the EYP's/Teacher
 - to help generally in the classroom
 - sometimes take a small group or storytime if required
 - support the children during lunchtime
5. Be prepared to take on other tasks as request
6. To be aware of and contribute to class planning
7. To keep observations and notes that will assist in the children's on-going assessment by staff
8. To be willing to go on courses as appropriate when the opportunity arises.
9. To be flexible in approach and in working practices, within the policies and ethos of the Nursery.
10. To be aware of Safeguarding of all children in the setting at all times

SCOPE OF JOB (Budgetary/Resource control, Impact)

To regularly share with class teacher and EYP, any concerns etc

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post ? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check ? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DCEEHS
Job Title: Nurture Assistant	Post Reference No: NB 22/11

Qualifications/Education/Training:

Knowledge of Early Years Foundation Stage
Knowledge and experience of young children

Experience:

Experience of working with nursery aged children.
Knowledge of the responsibility of keeping the child safe from danger

Skills and Abilities:

Passionate and interested in young children's learning/education
A love of supporting the learning and development of children with additional needs
Professional attitude
Reliable
Caring and approachable
Able to work as a member of a team
Flexible
Ability to work with parents and other professionals
Good communicator
Understand need for confidentiality
An interest in personal development and training
Positive attitude; committed to providing the best for young children

Specific Working Requirements:

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