

Job Description and Person Specification Classroom/Nursery Assistant GR1102

Job details	
Job title	Classroom / Nursery Assistant
School	Hemsby Primary School
Section	
Location	Hemsby
GR Number	GR 9009 / 1102
Grade	Scale C
Responsible to	Responsible to the Headteacher and Nursery Manager
Responsible for	
Effective date	Monday 17 th April 2023

Role and context
Job purpose
Under the direction/instruction of teaching/senior staff: work with individuals/groups to supervise physical/general care of pupils, including those with SEN; support access to learning for pupils and provide general support to the teacher/nursery lead in the management of pupils and the classroom.
Context
Job Family: Classroom and Pastoral
Other Job Information (e.g. any special factors or constraints)
Liaise with teachers and other support staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Support for pupils	
To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.	1

Principal Accountabilities (continued)	
Accountability	Order of importance
Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine where necessary; accompany sick children home, or to a health centre or hospital; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.	2
Supervise and support pupils ensuring their safety and access to learning.	3
Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities..	4
Support for the teacher / nursery lead	
Prepare nursery/classroom as directed for sessions and clear afterwards and assist with the display of pupils' work.	5
Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record-keeping as requested.	6
Support the teacher / nursery lead in managing pupil behaviour, reporting difficulties as appropriate.	7
Provide clerical and administrative support by photocopying, typing, filing and collecting money.	8
Support for the curriculum	
Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher / nursery lead.	9
Prepare and maintain equipment/resources as directed by the teacher/nursery lead and assist pupils in their use, including the use of basic ICT as directed.	10
Support for the school	
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.	11
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.	12
Attend relevant meetings as required and participate in training and other learning activities and performance development as required.	13
Accompany staff and pupils in visits and out of school activities as required.	14
Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.	15

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • At least NVQ Level 2 in Early Years and Childcare • Good numeracy/literacy skills; • Completion of DfES Classroom Assistant Induction Programme or equivalent experience • Participate in development and training opportunities. 	
Experience	
<ul style="list-style-type: none"> • Working with or caring for children of relevant age. 	
Skills/knowledge	
<ul style="list-style-type: none"> • First Aid training; • Use basic technology - computer, video, photocopier; • Ability to relate well to children and adults; • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	

General information
<ul style="list-style-type: none"> • The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. • All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.