



## Nursery Teaching Assistant Job Description

### Our Mission Statement

Creating happy memories and curious minds

### Our Value Statement

## hdc VALUES

### Personal

We treat children, families and staff as individuals and take pride in developing caring and supportive relationships.

Personalised care and education are at the heart of our provision, we believe that the children's happiness, fun and laughter are key ingredients.

### Professional

We are a learning organisation that is at the forefront of improving the quality of our childcare provision.

We set high standards for professional conduct and practice and aim to achieve excellence in all areas.

### Nurturing

Children's progress and well-being, as individuals, is our primary emphases.

We believe that a healthy lifestyle is essential to achieving a healthy sense of well-being, this is supported by our whole team.

Our promise to you

### **Purpose of the Post:**

Your main purpose will be to support the mission statement and values of HDC and assist in the organisation of a high-quality nursery for children. To do this you will help to provide high standards of childcare and education through a safe, caring environment to enable the emotional, social, and educational development of children, through individual attention and group activities.

You will work under the direction of your designated the Room Leader (RL)., they will be responsible for mentoring and nurturing you.

Under the supervision of the RL, you will learn how to prepare and complete activities to suit the child's stage of development. You will also learn how to implement the daily routine in the assigned room. This will include ensuring that mealtimes are pleasant and social, children's care routines meet the individual needs of the child. You learn how to provide comfort and warmth to all children., whilst promoting the core values of HDC: Personal, Professional & Nurturing

### **Main Duties**

1. At HDC we believe that the safeguarding of children in the workplace is paramount.
2. You will help to promote a shared sense of direction, pride, and energy.
3. You will ensure that you adhere to the Health and Safety standards within the room, ensuring that it is appropriate for the needs of young children, maintaining high standards of hygiene and cleanliness.

### **Working with the Children**

1. Ensure that there is a clear understanding and actively promote and support the safeguarding of children.
2. Work under the direction of the RL to ensure you have a clear understanding of HDC's child protection, safeguarding, SEND, equal opportunities and confidentiality policies.
3. Contribute towards an effective and supportive team environment.
4. Learn how to monitor and record children's development.
5. Support the staff in the assigned room to ensure that the setting maintains a high-quality environment to meet the needs of the individual children.
6. Develop knowledge and understanding to implement aspects of EYFS and CoEL.
7. Ensure that British Values are fully understood and are regularly included in plans.
8. Ensure that children are emotionally supported, especially if they are feeling unwell or upset.
9. Respect the confidentiality of all information received.
10. Work collaboratively with the staff to support positive outcomes for children in the EYFS
11. Provide cover for full-time staff during lunch breaks and non-contact time.
12. Help to supervise group activities and reporting on learning outcomes
13. Ability to work as part of a team and take own initiatives
14. Undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time.

## Person Specification

<b>Skills, Aptitude, Knowledge and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A commitment to the provision of quality childcare with a passion for promoting positive outcomes for children.</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities.</li> <li>• Undertake and attain a clear DBS check.</li> </ul>	

<b>Personal Qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable.</li> <li>• Enthusiasm for working with young children.</li> <li>• Good organisational, record keeping and planning skills.</li> <li>• Good written and verbal communication skills, with colleagues and children.</li> <li>• A positive approach to inclusive practice, with children and colleagues</li> <li>• Ability to maintain confidentiality.</li> <li>• Punctuality.</li> <li>• Patience.</li> <li>• Reliability and trustworthiness.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent’s Evening.</li> <li>• Ability to work in small teams.</li> </ul>

<b>Qualifications and Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Mathematics GCSE grade C or above</li> <li>• English GCSE Grade C or above</li> </ul>

**Document Control**

<b>Author</b>	Connie Willcocks, Founder / Managing Director
<b>Version Number</b>	V1.03
<b>Document Status</b>	APPROVED
<b>Approved by</b>	
<b>Date Approved</b>	
<b>Effective Date</b>	09 February 2022

**Glossary of Terms**

COEL	Characteristics of Effective Learning
CPD	Continuous Professional Development
DLJ	Devon Learning Journey
EAL	English as an Additional Language
EYFS	Early Years Foundation Stage
ITM	In The Moment
Ofsted	Office for Standards in Education
SEND	Special Educational Needs and Disability
SENDCo	Special Educational Needs and Disability Co-Ordinator
DBS Check	Disclosure & Barring Service check