

Job Description

School:	Caverstede Nursery School
Job Title:	Centre Support Worker
Grade:	Grade 2, SP 7-9
Reports to (job title):	Class Teacher/Class Deputy
Jobs reporting to this post.	Class Teacher/Class Deputy
DBS Check applicable?	Enhanced
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?
	No
Line Management responsibility for:	No. of direct reports: None
	No. of indirect reports: None
Size of budget:	None
Job Purpose:	To assist and support in the Nursery Classes

Main Duties and Responsibilities:

1 Internal Responsibilities

- Responsible to the Class Teacher/Class Deputy
- To assist in the day to day running of the Nursery School
- To assist in the organisation and maintenance of resources within the School
- To assist the Class Teacher / Class Deputy in creating a happy and stimulating environment for the children.
- To prepare snacks, and snack areas
- To contribute to the planning observations and evaluations for groups and individuals
- To know the children for whom you are responsible ensuring their safety and welfare at all times
- To become the Key Person for a small number of children forming a sound and professional relationship with their parents/carers.
- To work in partnership with parents/carers to support their child's play and learning
- To plan the work programme with the Class Teacher and Special Educational needs Coordinator for each child within your care and to deliver this programme
- To be aware of, and in empathy with, the particular needs of these children.
- To promote the development of listening skills and communication and to ensure that the child understands your instructions.
- To ensure that the child is able to use the equipment and materials provided.
- To motivate and encourage the child as required.

- To promote an inclusive culture for all pupils.
- To encourage a healthy lifestyle ethos e.g. healthy eating, fresh air, physical activity
- To be part of the extended provision providing early and late clubs.
- To role model positive behaviour for children and parents/carers
- To be sensitive to the needs of children and their families
- To monitor and maintain the safety and cleanliness of the nursery environment (indoors and outdoors) on a daily basis
- To be flexible to support other groups across the School

2. Responsibilities as a Nursery School Team Member

- To comply with all the policies, practices and procedures of the Nursery School and to carry out all duties with full regard to the agreed equal opportunities principles
- To work with professionalism and confidentiality at all times
- To attend the School meetings when appropriate
- To play a full and active role in the School's Professional Development including dedicated days
- To actively promote the work of the School at all times
- To undertake any other reasonable duties the Senior Teacher and Head Teacher may require

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head Teacher reserves the right to make changes to your job description following consultation.</p>

DATE: 17th December 2018 **COMPLETED BY:** Business Manager

Person Specification

JOB TITLE: Centre Support Worker **POST NO:**

SCHOOL: Caverstede Nursery School **GRADE:** Grade 2, SP 7-9

HOURS Term Time 195 days 35 hours

DIVISION: Children's Services **HEADTEACHER:** Debbie Hayes

DATE: 17th December 2018 **COMPLETED BY:** Business Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> An understanding of the value of parent/carer involvement Knowledge and understanding of the Early Years Foundation Stage Curriculum 	<ul style="list-style-type: none"> An understanding of a child's needs in gaining access to the curriculum An understanding of how to safeguard and promote the health, safety and welfare of children
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to work as part of a team Ability to work with enthusiasm and initiative Effective communication skills, verbal and written The ability to converse at ease with staff, children, families and members of the public and provide advice and information in accurate spoken English 	<ul style="list-style-type: none"> Ability to organise own workload Ability to write accurate reports for parents and other agencies Awareness of SEN Support
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with young children Experience of early years development of children Experience of assessing and recording the progress of children and the ability to plan next steps 	<ul style="list-style-type: none"> Experience of working with children with special educational needs and disabilities Experience of being a Key Person to a group of children
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ Level 3 or equivalent in Early Years or Childcare. English and Maths GCSE grade C or above qualification or equivalent 	<ul style="list-style-type: none"> Paediatric First Aid
PERSONAL CIRCUMSTANCES		<ul style="list-style-type: none"> Driving licence and business insurance
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	