



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	Nursery Assistant
DEPARTMENT	Nursery
REPORTS TO	Head of Nursery

ROLE DETAILS	
PURPOSE OF THE ROLE	The Nursery Assistant works as an effective member of the Early Years' team delivering a high quality, child centred service which meets the needs of children and their families. They will also support the staff within their Nursery room with a variety of tasks to support room administration.
ACCOUNTABILITY	The Nursery Assistant is directly accountable to the Nursery Class Teacher or Early Years Lead Practitioner for their day-to-day tasks.
AUTHORITY	The Nursery Assistant has authority as delegated by the Nursery Class Teacher, Early Years Lead Practitioner or Head of Nursery.
RELATIONSHIPS	The Nursery Assistant works closely with the other colleagues in their room and with the other Nursery staff across the department.

DUTIES AND KEY RESPONSIBILITIES	<p>Support Children The Nursery Assistant will support children with their learning and care whilst working alongside other members of their room team. This includes:</p> <ul style="list-style-type: none"> • Reading and updating Children's Personal Care Plans as required • Supporting the personal and pastoral care of children, including at Snack/ Lunch, Toileting, First Aid and Toothbrushing, following all appropriate ESMS Policies, Nursery procedures and guidelines and external legislative documents. • Supporting responsive planning, observations and Focus Weeks with support from Early Years colleagues. • Interacting with children in order to support their learning, using this as opportunities to support learning • Encouraging children's development through listening, talking and responding to children in a range of learning contexts. • Providing encouragement, giving help when needed and showing appreciation of children's efforts. <p>Pastoral Care The Nursery Assistant has a shared responsibility with other Ravelston staff to help and support children by listening to the</p>
--	---

concerns they express to them and helping to answer their day-to-day inquiries.

They will comply with the School Child Protection Guidelines and will safeguard the health, welfare and safety of children, in conjunction with other colleagues, through proper individual and team application of relevant documentation. Other responsibilities include:

- They should use activities related to children's personal needs (eg, snacks, toilet learning, dressing and undressing) for adult/child conversation and building self-esteem.
- They should provide encouragement, giving help when needed and showing appreciation of children's efforts.
- They will provide and ensure equal opportunities are offered to all children in their care embedding UNCRC/ GIRFEC into their daily practice.

Staff Development and PRD (Appraisal)

- The Nursery Assistant will register with the SSSC and adhere to the Codes of Practice for employees
- The Nursery Assistant must complete a relevant qualification for registration with the SSSC within three years of employment at ESMS
- The Nursery Assistant will complete their Professional Development requirements in line with their annual registration
- The Nursery Assistant will have opportunities for Staff Development, including meetings with the Head of Nursery
- The Nursery Assistant will attend Planning Time, In-Service courses, Workshops and Conferences, as appropriate, eg, appropriate allergen and anaphylaxis training, health and safety training and infection control
- The Nursery Assistant will be professionally reviewed every year by the Nursery Class Teacher, Early Years Lead Practitioner or Assistant Lead Practitioner

Other

- The Nursery Assistant has a flexible, supportive role, which may involve a variety of activities, including admin tasks and cleaning, along with other Nursery colleagues. They may interchange with other team members to cover an area or activity, both inside and outside, for a wide variety of reasons.
- The Nursery Assistant may be asked to support children at Forest Kindergarten, alongside a Forest Kindergarten Leader, and will take responsibility for recording the children's learning for these sessions

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience of working with children. 	<ul style="list-style-type: none"> • Experience of supporting a teacher in a classroom. • An interest in child development.
Education/Qualifications	<ul style="list-style-type: none"> • 4 passes at National 5 or equivalent at C or above. • Registration with the SSSC within 3 months after start date. 	<ul style="list-style-type: none"> • NC Early Education and Childcare. • SVQ3 (Level 6) Children and Young People or Playwork • HNC in Early Education and Childcare. • Further to SSSC registration, a relevant qualification must be achieved.
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Ability to multi-task. • Kind and enthusiastic person who puts the interests of the children first. 	<ul style="list-style-type: none"> • Ability to prioritise own workload with good attention to detail. • A good team player who relates well to others. • Responsible and well organised. • Uses courage, care and curiosity to deal with conflict. • Professionally challenges, influences and motivates others.
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates the values of the ESMS. • Appreciates the impact of change on the school and individuals. • Nurtures professional interpersonal relationships with staff and students. 	