



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	Nursery Teacher Assistant with Early Birds Assistant
<b>START</b>	The start date for this role is 13 August 2025.
<b>CONDITIONS OF ROLE</b>	<ul style="list-style-type: none"> <li>Contract Type: Full Time, Temporary until 26 June 2026</li> <li>Hours of Work: Monday to Friday, 7:30am to 8:30am as an Early Birds Assistant and 8:30am to 3pm as a Nursery Teacher Assistant, with 30 minutes unpaid for lunch, a paid working week of 35 hours.</li> <li>Grade: The pro-rated salary range for this position is £19,844 to £22,473. Remuneration is dependant on skills and experience.</li> <li>Holiday Entitlement: Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.</li> </ul>

<b>ROLE DETAILS</b>	
<b>PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>The Nursery Teacher Assistant supports the Nursery Class Teacher, Senior Lead Practitioner and Early Years Practitioners within the Nursery Room and helps to support and supervise children. They will also support staff with administration and will help to supervise children outdoors.</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>The Nursery Teacher Assistant is accountable to the Nursery Class Teacher or the Senior Lead Practitioner for their day-to-day tasks.</li> </ul>
<b>AUTHORITY</b>	<ul style="list-style-type: none"> <li>The Nursery Teacher Assistant has authority as delegated by the Nursery Class Teacher, the Senior Lead Practitioner and the Head of Nursery.</li> </ul>
<b>RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>The Nursery Teacher Assistant works closely with the other staff within the room and other colleagues from across the department.</li> </ul>

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<p><u>Supporting Class Teachers or the Senior Lead Practitioners</u> - The Nursery Teacher Assistant has a responsive and flexible role supporting individuals and groups of children within the Nursery Room as directed by the Nursery Class Teacher or Senior Lead Practitioner.</p> <p><u>Supporting Children</u> - The Nursery Teacher Assistant supports children with all aspects of their learning whilst working alongside other members of the team either in the Nursery Room or wider department.</p> <p><u>Pastoral Care</u> - The Nursery Teacher Assistant has a shared responsibility with other staff to help and support children by listening to the concerns they express to them and helping to answer their day-to-day enquiries.</p>
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	<p><u>Other Tasks</u> - The Nursery Teacher Assistant will undertake any other tasks as directed by the Nursery Class Teacher, Senior Lead Practitioner or other members of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.</p>
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<b>PERSON SPECIFICATION</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting a teacher in a classroom.</li> <li>• An interest in child development.</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• 4 passes at National 5 or equivalent at C or above.</li> <li>• Registration with the SSSC within 3 months after start date.</li> <li>• Further to SSSC registration, a relevant qualification must be achieved.</li> </ul>	<ul style="list-style-type: none"> <li>• NC Early Education and Childcare.</li> <li>• SVQ3 (Level 6) Children and Young People or Playwork.</li> <li>• HNC in Early Education and Childcare.</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Ability to multi-task.</li> <li>• Kind and enthusiastic person who puts the interests of the children first.</li> <li>• A good team player who relates well to others.</li> <li>• Responsible and well organised.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to prioritise own workload with good attention to detail.</li> <li>• Uses courage, care and curiosity to deal with conflict.</li> <li>• Professionally challenges, influences and motivates others.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the ESMS.</li> <li>• Appreciates the impact of change on the school and individuals.</li> <li>• Nurtures professional interpersonal relationships with staff and students.</li> </ul>	