



Westbourne  
House School  
CHICHESTER

## **JOB DESCRIPTION**

### **NURSERY ASSISTANT**

**Responsible for:** working under the direction and guidance of the Head of Nursery to assist in the educational and social development of the pupils

**Consulting with:** All staff

**Reporting to:** Head of Pre-Prep and Head of Nursery

#### **Responsibilities of Position:**

- Provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
- Operate a programme of activities that meet the individual needs and interests of children and the Early Years Foundation Stage Framework, in conjunction with other staff.
- Liaise with the Head of Nursery to understand the objectives of each session.
- Work collaboratively with all respective staff.
- Assist the Head of Nursery with observation and monitoring of the progress of the children, both educationally and socially.
- To be flexible within working practices of the setting and be prepared to help where needed, including preparation of snacks, cleaning of equipment etc.
- Promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth.
- Supervise children at play times and during lunch to ensure the safety of the children and teach the children to follow the Westbourne Way.
- Liaise with parents, guardians and other family members.
- Administer First Aid and care for children who are unwell. Tend to the hygiene and physical needs of individual pupils.
- Make materials for teachers' or pupils' use as directed by the Head of Nursery and assist where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
- Attend 'after hours' functions as required.
- General administrative duties.
- Attend planning meetings as required.
- Such other duties as the Head of Pre-Prep or Head of Nursery may from time to time require.

#### **Generic:**

- Attend all statutory training that is required to work within a School.
- Be sympathetic to the school's aims and ethos.

September 2024

To be reviewed annually

- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the “thinking” and “behaviour” characteristic and these are delivered specifically and systematically throughout the curriculum.
- Take part in the school appraisal system.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

### **Safeguarding**

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State’s Prohibition List from Teaching and Management.