Higher Level Teaching Assistant (Nursery)  

Job Description

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<th>Higher Level Teaching Assistant (Nursery)</th>
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<td>Grade:</td>
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<td>Location:</td>
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<td>Responsible To:</td>
<td>Head teacher/Senior Manager/Senco</td>
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**Job Purpose**

To complement the work of teachers by taking responsibility for the organisation and support of agreed learning and play activities for children in a Nursery setting. The primary focus is to do specified work with individuals and groups of children with the direction and supervision of a qualified teacher/Senior Manager;

To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning and play activities to individuals and small groups as and when required and within agreed systems of supervision;

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing the Nursery;

To encourage pupils to learn, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Duties and Responsibilities**

**Support for Pupils, Teachers and the Curriculum**

- Plan, prepare and deliver learning and play activities to individuals, small groups and/or classes modifying and adapting activities to advance pupils’ learning as necessary;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil’s learning;
- Work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate;
- Use teaching and learning objectives to plan, evaluate and differentiate learning and play activities as appropriate and within agreed systems of supervision;
- Assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils’ learning;
- Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school’s policy on reporting problems as necessary;
- Teaching Assistants at this level are expected to undertake at least one of the following and be seen as a specialist in that area, with responsibility for identifying and planning appropriate interventions as required:
  
  a. Provide specialist support to pupils with learning, behavioural, communication,
social, sensory or physical difficulties (SEND)

b. Provide specialist support to pupils where English is not their first language
c. Provide specialist support to gifted and talented pupils
d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

- Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists;
- Develop and implement Education Health Care Plans for pupils, including attendance at, and contribution to, reviews if necessary e.g. TAF;
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback and specialist advice/knowledge e.g. pupil progress/achievement;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;
- Accompny teaching staff and take responsibility for pupils on visits, trips and out of school activities as required;
- Contribute to the development of school policies and procedures;
- Provide short-term cover of classes – both in a planned and in an unexpected non-timetabled situation;
- Maintain a clean, safe and tidy learning environment
- May be asked to Administer medication subject to agreement and in line with school policy;
- Manage the work and development of other classroom support staff where appropriate;
- Be responsible for the preparation, maintenance and control of stocks of materials and resources and in line with school policy;
- Liaise with external agencies as required;
- Provide pastoral care to pupils;
- Assist pupils with eating, dressing and hygiene, as required and in line with school policy, whilst encouraging independence where possible;
- Utilise advanced levels of knowledge and skills when assisting the teacher with planning, monitoring, assessing and managing classes
- Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations.
- Prepare and present displays
- Support the use of ICT in the curriculum
- Work with pupils not working to the normal timetable.
- To actively participate in the Ofsted process with regard to specialisms

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team;
• Appreciate and support the role of other professionals;
• Attend relevant meetings as required;
• Participate in training and other learning activities and performance development as required;
• Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.