



Nursery TA and Afterschool Club Leader

The Directors of The Learning Academy Trust (TLAT) are looking to appoint a Nursery Teaching Assistant at St Merryn School to join the Academy's committed team. You will be an enthusiastic and ambitious individual who believes in the potential of every child. You will be flexible and able to ensure each child makes good progress. The ideal candidate will have experience of establishing successful learning relationships with a variety of children at nursery age and be committed to high expectations with a no excuses approach.

Completed application forms should be returned to Kaye Pitcher Executive Headteacher, St Merryn, PL28 8NP to arrive no later than 12 noon on Friday the 19th of Jan 2018. Interviews will be held at St Merryn School on Friday 26th of Jan 2018.

We are looking for someone who:

- Will have high expectations of every child and every adult and a relentless pursuit for the best possible outcomes for all
- Will instil an eagerness to learn and promote resilience in all children
- Wants to be the best they can be in their profession
- Has a strong commitment to their professional development and wants to develop their career within our Trust

Responsible to

EYFS Teacher

Hours of Work

Monday to Thursday 8.45 - 5 Friday 8.45-3.15 = 36.75

Term time only 38 weeks a year

Pay

C Grade (National Living wage)

Main Duties

- 1 To work with groups of individuals within our Nursery in all curricular areas under the direction of the Nursery Lead, in a variety of tasks to develop the physical, intellectual, emotional and social skills of the nursery children.
- 2 To assist with learning activities across all areas of learning. To develop children's knowledge through support and encouragement in the learning activities undertaken within the nursery. To provide opportunities for children to work towards the Early Years Learning Outcomes.
- 3 To carry out domestic duties such as tidying up, serving snacks, organising cooking activities and changing children.
- 4 To prepare, mount and remove wall displays.
- 5 To feedback information regarding the well-being, educational and developmental needs of children to the nursery lead/early years teacher and Headteacher as appropriate.
- 6 To be aware of confidential issues linked to home/pupil/teacher/school work and ensure confidentiality of such sensitive information.
- 7 To supervise an individual or small group of children within a class under the overall control of the Nursery Lead.
- 8 To administer first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per policy) and to assist with personal hygiene and physical needs of children with regard to health and safety requirements and to complete required paperwork.
- 9 To remain aware and work within all relevant school working practises, policies and procedures.
- 10 To attend meetings when required and school based training.
- 11 To be aware of and work in accordance with the school's child protection policy and procedures, and to raise any concerns relating to such procedures which have been noted during the course of duty.
- 12 To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 13 To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- 14 The post holder is responsible for his/her own self development on a continuous basis.
- 15 To undertake other duties appropriate to the grading of the post as required.
- 16 To encourage children to be involved in the activities in the afterschool club
- 17 Carry out planning of the activities.
- 18 Deliver planned activities, and develop and understanding of the needs of the children involved.
- 19 Promote and reinforce children's self-esteem and independence.
- 20 Follow the school Behaviour policy.
- 21 Work alongside staff to create a positive environment for our children.
- 22 Undertake responsibility for the arrival and departure of children from the club.

23 Nursery TA - Person Specification:

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Previous experience of caring for, or working with children aged 3- 5 in a voluntary or paid capacity • A good understanding of the Early Learning Curriculum • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues 	<ul style="list-style-type: none"> • Interest in the care, learning and development of young children • EYFS qualifications
<p>Personal qualities</p> <ul style="list-style-type: none"> • Good organisational and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children 	<ul style="list-style-type: none"> • Flexibility - occasionally working hours might be changed, e.g. late pick up to afterschool club. • Able to work in small teams
<p>Qualifications</p> <ul style="list-style-type: none"> • GCSE grade c or above (or equivalent) in English and Maths • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace 	<ul style="list-style-type: none"> • Completion of a recognised Level 3 Childcare qualification, e.g. NVQ in Children's Care, Learning and Development - or be working towards completion • Completion of Safeguarding Foundation course (Group 2) • Health & Safety certificate • Paediatric First Aid certificate • Completion of other relevant courses

This post requires an enhanced check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

