



Newport Children Centre

Children Centre Nursery Assistant	
Job Description	Scale 3

JOB PURPOSE

- To ensure the provision of high quality care and education for children at the Centre to work alongside other professionals to provide effective flexible family support
- To plan and direct activities at the Playscheme and support the aims of the out of school provision and assist in the organisation of the scheme
- To work in partnership with the Children's Centre Teacher and the Early Years Team to provide young children with a safe, stimulating and caring environment, in which they can progress within the Early Years Foundation Stage both in the Children's Centre and in satellite Early Years settings in the local community
- To deliver services within the ethos of the Council's Equal Opportunities Policy
- To be a model of good practice to others within the Children's Centre, Nursery or School

MAIN DUTIES AND RESPONSIBILITIES

- To provide service delivery within the requirements of the Ofsted care standards, the Early Years Foundation Stage Framework and Every Child Matters along with the ability to plan and provide a suitable programme of out of school activities.
- Sharing responsibility for safety, health and welfare of children at all times, implementing the Children's Centre procedures.
- To act as a deputy to the Lead Practitioner and take responsibility for children attending Daycare outside normal school hours as necessary.
- Ensuring that all children are afforded equal opportunities and access to the full curriculum
- Establishing good relationships with children and their parents or carers and promoting the ethos of the Children's Centre or School at all times.
- Guiding the development of children's social behaviour and attitudes
- Contributing to curriculum development, assisting the team in providing a stimulating environment and taking responsibility for specific activities with large or small groups of children, or individuals as appropriate
- Organising materials and equipment for use within the nursery, sharing responsibility for its care and maintenance

Duties

Within the context of the overall job purpose Early Years Practitioners are expected to be involved in:

1. Having significant involvement with the curriculum e.g. planning
2. Being involved in regular observation assessment of children and record keeping.
3. Regularly attending staff meetings and other appropriate meetings
4. Frequently supervising children without a teacher present e.g. outdoor activities
5. Having regular contact with other agencies and professionals outside of the school and promoting good working relations
6. Having general supervisory responsibility for students. This may include liaison with tutors and record writing, in co-operation with the head teacher.
7. Undertaking other appropriate duties specified by the Head teacher/Governing Body.



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8. Taking appropriate measures if children are not collected at the end of the day
9. Acting as a key worker for a group of children
10. Assisting in preparation and clearing up of general nursery activities, encouraging children's participation in these tasks
11. Observing and assessing children's development and progress for record keeping and planning
12. Sharing responsibility for display in the nursery
13. Taking a lead role in encouraging parents and carers to be involved in and contribute to the life of the nursery
14. Carrying out home visits as appropriate in connection with new admissions or problems arising

RESPONSIBLE to:- Senior Nursery Officer

This post is subject to CRB clearance at enhanced disclosure



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PERSON SPECIFICATION

CHILDREN'S CENTRE NURSERY ASSISTANT

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING	<p>· NNEB NVQ Level 3 in Childcare and Education Early Years Professional Status Qualification(or a willingness to consider training), Playwork</p>	Further professional qualification.
KNOWLEDGE & EXPERIENCE	<p>At least 2 years working with children aged 3 and 4 Experience of working in a Play scheme or Out of School Activity. Evidence of anti-discriminatory practice 3 years experience in a nursery setting post qualifying Evidence of a commitment to working with parents and carers Every Child Matters The Early Years Foundation Stage Framework Child Development 0 – 5 yrs Knowledge and understanding of working with children up to 11 years. The importance of Learning through play Child Protection Guidelines Maintaining a safe environment</p>	<p>Leading a small team of Early Years professionals. Experience in a range of Early Years settings.</p>
Competencies and personal skills	<p>Good standard or written work Good interpersonal and communication skills Ability to work as part of a team Flexibility and enthusiasm for the job</p>	Ability to use computers
OTHER JOB SPECIFIC REQUIREMENTS	<p>Commitment to the Council's customer Care Standards. Ability to work flexibly. Willingness to undertake in service training</p>	Understanding of the work of Children's Centres
DISQUALIFYING FACTORS	<p>Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy.</p>	