

**Headington Quarry Nursery School**

**‘Where everyone is known, valued and respected’**

Job Title: Teaching Assistant

Grade: 4

Hours: 20 hours per week, 9.00-1.00 pm, Term time only

Days: Monday-Friday

Job Type: Fixed Term, until 31 August 2025

**Job Description**

* To contribute to providing an inclusive, responsive, nurturing and stimulating educational environment for children aged 3-5 as part of a great team
* To support the inclusion of a child with additional needs on a one-to-one basis.
* To establish and develop warm, trusting and consistent professional relationships with individual children and their families/carers
* To work in partnership with families/carers, the local community and other professionals, keeping children at the heart of everything you do.

**Key Tasks**

* Promote Headington Quarry Nursery School’s vision and values
* Participate as a member of the nursery team working to create an environment which promotes children’s development and learning and to comply with Headington Quarry Nursery School’s policies and procedures e.g. inclusion, child protection, health and safety and confidentiality
* Support and/or maintain learning journeys and records of assessment of key children’s development as applicable
* Meet the needs of key children through relationships, play, interaction and physical care and to foster children’s growth, self-esteem and independence
* Work with professionals from other agencies to support individual children
* Provide a nurturing, stimulating and challenging environment for children both indoors and outdoors
* Supervise and interact with children at all times in all areas, inside and out.
* Comply with the statutory framework for Early Years Foundation Stage
* Support children with special needs as required, including 1-2-1 support, in accordance with any individual plans and assist in specified programmes by agreement where necessary, e.g. speech therapy or physiotherapy
* Comply with safeguarding procedures, risk assessments and school policies within Headington Quarry Nursery School in line with the school and county council policies and in coordination with the Headteacher
* Reflect on personal practice, and contribute to the monitoring and evaluation of practice and provision within Headington Quarry Nursery School
* Promote equality of opportunity and inclusive practice.
* Have a commitment to personal and professional development
* To undertake such other duties as may reasonably be required by the Headteacher

**Person Specification**

**Education and Training**

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| **Essential** | **Desirable** |
| Good Numeracy/literacy skills | Recognised Level 2/3 qualification relevant to early years e.g. NVQ3 in early years care and education  Paediatric First Aid Certificate Evidence of commitment to on-going personal and professional development  Maths & English GCSE Grade C or above, or equivalent  Safeguarding training |

**Relevant Experience**

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| **Essential** | **Desirable** |
| Experience of working with young children – this could be within a professional or personal capacity  Able to recognise and respond to individual children’s needs, routines, interests and development  Experience of working with parents/carers  Experience of working to policies, procedures, and national standards  Experience of working as part of a team | Minimum of 1-year direct experience of working with children between the ages of 3-5 years  Experience of working with vulnerable children and children with Special Educational Needs.  Experience acting as a key person  Experience of observing and planning and record keeping for individual children’s development and learning and for groups of children  Able to give examples of: Recognising and responding to individual children’s needs, routines, interests and development |

**Knowledge/ Aptitudes**

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| **Essential** | **Desirable** |
| Effective written, verbal and non-verbal communication skills with both adults and children  An understanding of how young children learn and develop  Ability to support and enhance children’s learning experiences  Ability to identify and encourage next steps in learning  Commitment to promoting the setting’s vision and values throughout provision and practice  Commitment to inclusive provision and practice, including equal opportunities and race equality and to provision that responds to each individual child and family  Knowledge of safeguarding procedures  Commitment to personal professional development  Able to maintain confidentiality at all times | Commitment to out of school activities e.g. fundraising and community events  A good understanding of the Early Years Foundation Stage |