

Early Years and Childcare

Unqualified nursery support worker

September 2021

Division:	TEP Early Years and Childcare
Salary:	TEP2
Reporting to:	Nursery Manager/ Deputy Manager

Purpose of Role:

- Establish warm, respectful, trusting and supportive relationships with children across all age groups. Gain knowledge and understanding of individual children's needs their family backgrounds and cultures.
- Assist in providing inclusive play and learning opportunities for all children attending the setting with an emphasis on the characteristics of effective teaching and learning.
- Provide support for the nursery team to help children to reach their full learning potential within the nursery environment.
- To provide support for staff during the day to day running of the nursery in particular regarding children's health and safety.

Safeguarding requirement:

Kent County Council and The Education People is committed to safeguard and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organization.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities:

1. Contribute to the quality care, teaching, and learning, to support the implementation of the Early Years Foundation Stage to the highest possible standards.
2. Contribute to children's observations of learning, planning and assessment and maintain children's' learning records.
3. Understand and begin to develop effective working relationships with all parents, families and practitioners within the setting and contribute to a culture of self-evaluation.
4. Be fully aware of the relevant nursery's policies and procedures and ensure they are reflected in practice.
5. Play an active role in supporting children's health and well-being to foster a culture of risk taking in a safe and secure environment.
6. Contribute to the 'life' of the nursery and participate in wider activities, such as open days and parent's meetings if required.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, without change to the level of responsibility appropriate to the grading of the post.

Annex B: Person Specification

	MINIMUM
QUALIFICATIONS	<ul style="list-style-type: none"> Minimum of GSE Grade C or above in English and Maths or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Some experience of working with young children
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Good communication skills (both written and oral), and the ability to communicate key messages to effect. Be motivating, approachable and flexible Commitment to professional development Ability to work under direction of senior staff and as part of a team Good organisational skills
KNOWLEDGE	<ul style="list-style-type: none"> A commitment to gain knowledge of, promote and support equality and anti-discriminatory practice. Knowledge of Equalities Legislation. Be able to demonstrate knowledge and understanding of safeguarding.

Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients, and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients, and partners.
- **Excellence:** We strive to excel in the delivery of high-quality services that produce lasting outcomes: balancing pace, precision, practicality, and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.