

JOB DESCRIPTION: NURSERY PRACTITIONER

Date Created: April 2026

Job Title: Nursery Practitioner

Line Manager: Lead Teaching Assistant

PAYSCALE

Scale: 6 **Grade:** 18 -20

OVERVIEW

To support the teacher in the delivery of the Early Years Curriculum to our Nursery pupils, working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment in which children make excellent progress.

MAIN PURPOSE

The Nursery Practitioner will:

- Work under the guidance of the class teacher in the planning and implementation of the early years foundation stage (EYFS) and other national programmes/strategies with individuals or groups of pupils or the whole class to promote effective teaching and learning.
- Be available to cover short term absence of the class teacher. The Nursery Practitioner may be required to supervise the whole class and deliver pre prepared activities.
- Provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- Assist the Teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- Promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.

DUTIES AND RESPONSIBILITIES

Support to Pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way.
- To meet the personal care needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the EYFS curriculum.



Support for the Teacher

- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short term unplanned absence of the teacher, to cover all pre prepared activities to provide continuity for the pupils.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate. To work on classroom displays following consultation with the teacher.
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
- To provide objective and accurate feedback and reports on pupil achievement and progress.

Support for the School

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To assist in the training and development of staff.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Support the Nursery Teacher(s) to prepare the classroom for lessons.

Support for the Curriculum

- To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the class teacher.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.



Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Take part in school trips and whole school events where necessary and as directed by the leadership team.

HEALTH AND SAFETY

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- To be first aid trained (Paediatric Training)

PROFESSIONAL DEVELOPMENT

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To take part in staff meeting and whole school training where appropriate and instructed to.
- Take part in the school's appraisal procedures

PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity



PLAYGROUND DUTIES

- Undertake playground duties and lunchtime duties as instructed.
- Manage the behaviour of pupils during these times in line with school policy and uphold the high expectations we have of pupil behaviour.
- Interact appropriately with pupils during this time, organising playtime equipment and engaging with pupils in constructive play.

The Nursery Practitioner will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • NVQ 3 Early Years Care and Education or equivalent / NNEB or equivalent • Experience of working with children with additional needs. • Very good numeracy and literacy skills. • Experience of working with relevant age groups within a learning environment. • Experience of general clerical/ administrative work. • Experience in a relevant discipline. • Training in relevant strategies in appropriate curriculum or learning area. • To be first aid trained (Paediatric Training)
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work well as part of a team. • An understanding of classroom roles and responsibilities. • Good working knowledge of early years foundation stage curriculum. • An ability to understand the principles of child development and learning processes and in particular barriers to learning. • Ability to observe, monitor and provide constructive feedback on pupils progress. • Good working knowledge of relevant policies and codes of practice and awareness of relevant legislation. • Ability to contribute to plan effective actions for pupils at risk of underachieving. • Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration. • Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively. • Ability to provide necessary personal care to children. • Ability to successfully complete first aid training as required • Ability and willingness to identify own training needs and participate in training and evaluate own learning. • To be responsible for promoting and safeguarding the welfare of children and young people within the school.
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2026