

# Alveley Primary School

## Nursery Leader



**Grade:** 6

**SCP:** 8-11

**Hours of work:** 30 hours per week

**Start date:** ASAP

**Working Weeks:** 43.60 (term time only)

**Contract:** Temporary for 1 year (in the first instance)

**Work Location:** Alveley Primary School

Alveley Primary School is a fantastic primary school in Bridgnorth, Shropshire. Our school has a welcoming, family feel, and we offer a supportive environment where every child is encouraged to be the very best they can. Our staff are friendly and hardworking, always striving to achieve the best outcome for our children.

The TrustEd Alliance is a multi-academy trust based in Shropshire consisting of five secondary schools and four primary schools and is committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Alveley Primary School has a thriving Early Years provision consisting of a school based nursery and a reception class.

We are looking to appoint a Level 3 Teaching Assistant to provide lead practitioner support for our growing nursery.

The post will require the successful applicant to be self-motivated, have good communication and organisational skills, a friendly manner and able to work under pressure.

If you are hard-working and committed individual and would like to join a school that aims to provide a secure, caring and stimulating learning environment through expert teaching and support staff to ensure all students achieve their full potential and where staff are supported and valued, then we are the school for you.

### Principal Duties and Responsibilities

#### Support for pupils

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/Strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning and play activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills / training / experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangements with pupils, and provide support for distressed pupils.
- Promote the speedy / effective transfer of pupils across phases / integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.
- Care for sick and injured children, including contact with parents, and administering first aid.

#### Support for the Teacher

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement / progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links. Participate in home visits as required.
- Provide general clerical / admin. support e.g. dealing with correspondence, analysing data on attendance / exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies.

### **Support for the Curriculum**

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies eg. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- Support pupils in using ICT and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- To maintain constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Implement planned supervision of pupils out of school hours.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

### **Safeguarding and Data Protection**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

#### **Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

#### **Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.
- Any other duties that would reasonably be expected of the post holder.

#### **Application process**

- Full details of the role and application process are available from the school's website [www.alveleyprimary.co.uk](http://www.alveleyprimary.co.uk) . If you feel you have the qualities to complement our existing team, then we would love to hear from you. Please note CVs will not be accepted. **The closing date for all applications is Monday 23<sup>rd</sup> September at 12 noon.** Please send completed application forms to [admin@alveleyprimary.co.uk](mailto:admin@alveleyprimary.co.uk).
- Interview date is **Thursday 26<sup>th</sup> September**. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- An online search will be undertaken as part of due diligence checks during the shortlisting process.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.