**Lower School: Nursery Nurse/Teaching Assistant**

* To work collaboratively with the Teacher and other staff
* To assist in the organisation of academic and pastoral care

Objectives

* To help and enhance the running of the class
* To help to enable better learning
* To ensure the boys have excellent daily care

Principal Areas of Responsibility

A. To know and assist the curriculum being delivered

1. To assist in the pastoral care of the boys

C. To follow statutory regulations, Health and Safety and school policy

1. To keep up to date with Professional Development and First Aid

Key Tasks

A1. To assist with planning and know the work for the week

A2. To assist the teacher with daily reading and other subjects

A3. To work with small groups

A4. To work with whole class in some activities, with teacher present

A5. To assist in the organisation, setting up and clearing away of activities

A6. To be involved with observation and assessment

B1. To know the boys well and be aware of health or dietary issues

B2. To enforce good behaviour, discipline through the Golden Rules

B3. Take or share Circle Time or PHSCEE

B4. To take care of boys during lunch times

B5. To do Break Duties and cover for sickness

B6. To help with Late Room when necessary

B7. To be responsible for helping children who are unwell, including toileting accidents

C1. To know and act on school policies

C2. To ensure the safety of the boys both inside and outside

C3. To attend Staff Meetings and Assessments when necessary

D1. To attend appropriate courses

D2. To attend school events if requested by the Headmaster

Priorities:

* Work closely with the teacher
* Think on your feet; be adaptable; flexible
* Support the children individually and in groups
* Be a team player
* Identify the children who need support