



Job Description

Job title: Nursery Assistant
Reports to: Nursery Manager
Grade: Torbay Grade C 4

Trust Ethos and Mission statement

Excellence through cultivating character, sharing talents and pursuing excellence.

All members of the team employed by The Academies for Character and Excellence support and promote the Trust's mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us

Purpose of the Role

To provide high-quality, nurturing care and early education for children aged 0-5, ensuring every child feels known, valued, and empowered. Practitioners will embody our school's ethos, fostering strong relationships and laying the foundations for lifelong learning in a safe, inclusive, and inspiring environment.

Key Responsibilities

1. Care, Relationships & Wellbeing

- Build warm, trusting bonds, ensuring every child feels safe, secure, and cherished.
- Provide attentive, respectful care routines including feeding, sleep, nappy changing, and comfort.
- Observe and respond sensitively to children's cues, supporting emotional regulation and wellbeing.
- Foster a sense of belonging for all children and families, celebrating each child's unique story and identity.

2. Learning & Development

- Plan and deliver engaging, play-based experiences tailored to the developmental needs and interests of 0-5s, in line with the EYFS and ACE curriculum.
- Promote sensory, exploratory, and outdoor learning.
- Use observations and formative assessment to inform responsive, individualised planning for each child.
- Support children's communication, physical, social, and emotional development through high-quality interactions and modelling.

3. Safeguarding & Inclusion

- Uphold all safeguarding, health & safety, and GDPR requirements, ensuring children's safety and welfare at all times.
- Champion inclusive practice, recognising and supporting children with additional needs in partnership with the SENDCo and wider team.
- Maintain accurate records of care, learning, and development, to share progress and celebrate achievements with families.

4. Family & Community Engagement

- Build strong, respectful relationships with parents and carers, sharing information about their child's day, learning, and development.
- Support the settling-in process for new children and families, ensuring a smooth and positive transition.
- Contribute to open mornings, induction events, and ongoing parental engagement, reflecting our commitment to partnership and community.

5. Teamwork & Professional Growth

- Work collaboratively with colleagues, contributing to a compassionate, team-oriented culture.
- Participate in staff meetings, training, and reflective supervision, embracing opportunities for professional development.
- Model the school's values and ethos in all interactions, supporting the wider vision for community and flourishing.

Personal Specification

<u>Essential</u>	<u>Desirable</u>
Level 2 Early Years qualification	Level 3 Early Years qualification
Commitment to inclusive, compassionate practice	Paediatric First Aid qualification
Strong communication and observation skills	
Passion for early learning and outdoor education	

We Offer

- A visionary, values-led school culture where every member of the community is seen, heard, and supported.
- A nurturing team committed to professional development and wellbeing.
- Access to ACE training and coaching.
- A beautiful school environment including garden spaces, and access to the community
- The chance to shape the lives of children and families from the very beginning of their educational journey.