



COVER TEACHER / EYFS ASSISTANT

Statement of Duties and Responsibilities

Reporting to: Joint Heads of Nursery; Head of Pre-Prep

Purpose of the role: To provide ad hoc cover as part of the Nursery team, including welfare care, educational guidance and general support to children in the Nursery, including 2-year olds.

General Duties:

Pupil support:

- Assist with learning sessions with the children e.g. circle time; music and movement; arts and crafts; cooking etc.
- Support children, under the guidance of the Heads of Nursery, in meeting learning goals, such as by reading stories and helping children to talk about them;
- Help children to learn number skills by playing counting games, etc.
- Work to EYFS standards on child learning;
- Communicate sufficiently with the team to ensure effective support for all the children.

Classroom support:

- Assist in the preparation and clean-up of routine materials and equipment for use in the Nursery;
- Assist in keeping the Nursery, kitchen, books, apparatus and stock clean and tidy.

Supervision of pupils:

- Assist with general care and supervision of the children when in the Nursery and around the school site, making sure they are safe, and reporting any concerns;
- Serve meals and help with feeding and learning of appropriate behaviour at meal times;
- As agreed and appropriate, join groups of pupils on off-site activities and educational visits;
- Adhere to the school's behaviour policy, following set procedures and guidelines in a calm manner;
- Care for unwell or distressed children in the first instance, and deal with minor injuries;
- Help children with dressing and/or personal hygiene;
- Support and assist pupils with emotional and physical difficulties;
- Be aware of any serious medical conditions of pupils, and be familiar with the relevant emergency procedures in case they are needed, and from whom to seek help.

General:

- Arrive in sufficient time each day to prepare activities and be ready for the arrival of the children;
- Undertake other duties appropriate to the grade and character of work as needed and requested by the Head of Pre-Prep or Nursery Managers;
- Be knowledgeable of emergency procedures including Fire Drill and Lockdown, and what is required of Staff;
- Take an active part in protecting pupils from harm, recognising that children's welfare is of paramount concern;
- Strictly observe school policy on confidentiality and discretion, with reference to GDPR;
- Observe school policy on Health and Safety and Safeguarding, including reporting lines and procedures.

This job description may be reviewed at any time in consultation with the post holder.