

BEDFORDSHIRE COUNTY COUNCIL

TITLE: Nursery Nurse/Teaching Assistant – Level 3a Spine point 5-7
Hourly rate at March 2026 5 – £13.26, 6 - £13.47, 7 - £13.69

TYPE OF WORKPLACE: Mainstream school

RESPONSIBLE TO: Classroom teacher/Headteacher/SENCO

RESPONSIBLE FOR: Children in the nursery and other nursery staff

JOB PURPOSE: Under the guidance of a qualified teacher to undertake educational activities which assist with the teaching and support of EYFS skills and pupil learning, working with individuals and groups of pupils and with whole classes for short periods. To lead and support high-quality practice within the EYFS department, ensuring all children receive exceptional care, learning, and development opportunities in line with EYFS procedures, safeguarding requirements, and nursery policies.

MAIN RESPONSIBILITIES:

Support for Pupils

1. Under the guidance of the class teacher to use a range of supporting techniques to present learning tasks and EYFS curriculum content in a clear and stimulating manner. This will include the effective use of ICT to support pupils' learning where appropriate.
2. To participate in and foster the learning experience for pupils through play-based and sensory learning. This may include supporting pupils in specific learning or behavioural programmes.
3. To be aware of and to value pupils' language/communication styles (including non-verbal), and to promote effective use of language in the classroom.
4. To assist with the general welfare and care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them. This will include;

The promotion of secure attachments and emotional wellbeing

Modelling warm and responsive interactions

Ensuring consistent care routines for each child

Promoting inclusive practice including SEND

Supporting transitions from home to school and within school e.g. lunch time, assemblies

Assisting with pupils' independence programmes e.g. toileting, eating and drinking

5. Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate specialist.
6. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

Support for Teachers

1. Under the guidance of the class teacher to deliver learning activities to individual and groups of pupils and, on occasion, to the whole class.
2. To plan, manage and monitor learning activities in the classroom.
3. To assist the class teacher in devising and delivering appropriate educational activities in line with the EYFS curriculum. This may include contributing to the development of EHCPs and PDR's. To support and work with the teacher to identify and respond appropriately to individual differences between pupils. To set expectations and to contribute to decisions about the most appropriate learning goals and strategies.
4. To help assess and systematically record pupils' progress using all systems of record keeping (paper and electronic). To utilise the results of this monitoring to inform further support work and to give oral and written feedback on attainment and progress to both pupils and the teacher.
5. To implement and uphold the EYFS policies and the Behaviour policy for the Nursery.
6. To ensure a safe, enabling environment and efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, being mindful of efficient usage of school resources.

Support for the Curriculum

1. To maintain familiarity with the requirements of the EYFS curriculum in order to support the effective teaching of basic skills and to ensure that opportunities are taken to develop pupils' learning and skills.
2. To contribute to all areas of curriculum planning in EYFS.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants. To support the early identification of needs, working at all times within the school's policies and procedures.

2. To develop and maintain appropriate professional relationships with pupils, parents/carers, colleagues and outside agencies.
3. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
4. To undertake tasks of a similar nature and level, as directed by the Headteacher/other member of the Senior Leadership Team.