



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	Sharrow School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	SHARROW SCHOOL
POST TITLE	LEVEL 3 TEACHING ASSISTANT NURSERY
ROLE PROFILE	LD3
TOOLKIT JOB REF NUMBER	TooklitJD-13k
GRADE	4 (inclusive of JWCs)
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	<ul style="list-style-type: none">• To work towards the agreed areas of the Nursery and support the development of the Nursery provision.• To contribute to the Nursery provision by providing quality experiences that are responsive to the needs of the children and their families.• To make good links with parents/carers and other professionals, service providers and the local community.
RELEVANT QUALIFICATIONS AND EXPERIENCE	VERY GOOD LITERACY/NUMERACY SKILLS NVQ 3 IN CHILDCARE OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE

JOB DESCRIPTION FOR POST OF: LEVEL 3 TA - NURSERY
SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

1. To support the development of good quality nursery provision.
2. To be a member of a team delivering high quality nursery provision.
3. To be responsive to the learning needs and care of children under 5 years.
4. To work alongside others to deliver high quality play and learning experiences, in particular the Nursery team and other professionals.
5. To contribute to data collection, monitoring and evaluation.
6. Provide intimate care and first aid as appropriate
7. Contribute to good communications with all members of the team and with the wider community including parents, schools, childcare and play related organisations.
8. Monitor and maintain a healthy, safe and secure environment.
9. To participate as a full member of the team by attending meetings to aid planning and the development of Nursery activities.
10. To participate as a full member of the team, by attending events and activities as appropriate.
11. To attend and participate in team meetings, supervision and appraisal.
12. To main a good level of personal development, in particular by keeping up to date with innovative practice, new legislation and theory.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: June 2025

PERSON SPECIFICATION / SELECTION CRITERIA	
E - Essential D - Desirable	
EDUCATION & QUALIFICATIONS	
Strong academic record including Maths and English GCSE grade C or better	E
Good written and spoken English	E
NVQ Level 3 in Early Years Care and Education or equivalent NNEB, Diploma in Childcare Education or BTEC National Diploma in Early Years	E
EXPERIENCE & KNOWLEDGE	
Knowledge of current and relevant guidelines and legislation	E
Knowledge and understanding of child development	E
Ability to work creatively to meet the needs of families	E
Able to work with parents to effect change	D
Ability to plan activity programme to stimulate learning and development, based on observation	E
Ability to work effectively as a member of the Nursery staff team	E
Ability to communicate effectively with children, parents and other professionals	E
Commitment to working in an anti-discriminatory way to ensure equality of opportunity	E
Previous experience of working with under 5s	D
Previous experience of working with children with SEND	D
PRACTICAL SKILLS	
Excellent interpersonal and communication skills with the ability to communicate effectively and appropriately with people at all levels.	E
A good knowledge of the Early Years Foundation Stage curriculum	E
Able to interact effectively with parents/carers	E
Good organisational skills	E
Good ICT skills	D
WORK RELATED CIRCUMSTANCES	
Able to attend staff meetings, supervision meetings and undertake relevant training	E
PERSONAL QUALITIES AND ATTRIBUTES	
Reliable, flexible and enthusiastic	E
Able to take the initiative and perform under stress	E
A creative thinker who works with enthusiasm	E
A sense of humour	E
Calm, patient and caring nature	E
Awareness of sensitive information and the need for confidentiality	E
A commitment to the school's vision, values and ethos	E
A willingness to train and develop professionally	E
A commitment to the safeguarding and welfare of all students.	E
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	E

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