

Job Description: Classroom Assistant - Main Responsibilities

Responsible to: Classroom Leads and Managers

Main Purpose of Job:

1) To know our Vision and Core Values, and make sure these are upheld:

   Our Vision – We will allow our children to be imaginative and creative through curiosity, awe and wonder.

   Our Core Values – We would like each child to develop Confidence, Independence, Resilience, a Caring Nature, Courage, Grace & Courtesy.

2) To provide assistance to teaching staff and pupils.

3) To assist the teacher with the day-to-day teaching situations and routines involved in promoting the children's physical, intellectual, linguistic, emotional, social and sensory development.

4) To always speak respectfully, and model good behaviour and manners to children, promoting positive reinforcement.

5) To help get the children changed before and after outdoor activities such as Forest School and Tractor Trailer.

6) To assist children with toileting as required, including changing nappies of younger children, changing children who have an "accident", cleaning up the floors, and ensuring area is sanitised.

7) To be familiar with the routine and act on initiative in respect of routine tasks allowing for flexibility and being prepared to adapt to new situations.

8) To develop a sociable but professional and respectful attitude, approaching the teachers as a source of guidance and information, valuing their experience and not being afraid to ask questions multiple times.

9) To assist with the preparation of materials, cut paper, back display boards, mount and display children's work and write captions / titles.

10) To help keep equipment in good clean, working order, e.g. books, pencils, toys, paint / gluepots.

11) To attend first aid incidents and log these on My Montessori Child. Ensure that you know which children have allergies or medical conditions.

12) To be aware of all The Willow on the Farm Nursery School policies and procedures, and know your role within these.

13) Undertake any professional duties reasonably requested by the Managers in connection with the smooth organisation and running of the school.

14) To be aware of the resources that are available in school and where these are stored. Ensure that the Art Cupboard is tidy and accessible.

15) Undertake certain domestic jobs within the nursery school e.g. clearing and wiping tables after snack & lunch time, cleansing equipment and other general jobs enabling a clean and germ-free environment.

16) Participate in a staff training programme.

17) Be available to attend the Christmas and Summer Parent's Drinks parties and the Spring Term Parents Evening

18) Attend regular staff meetings to inform / give suggestions / support.

19) Work alongside the Managers and Room Leaders to ensure all of the above are fulfilled.

With a focus on ethical practice, professional development and embedding a culture of excellence Willow on the Farm Nursery is committed to safeguarding children and promoting the welfare of children, we expect all staff and volunteers to share this commitment. We follow the Safer Recruitment practices laid out in Keeping Children Safe in Education 2026 and Working Together to Safeguard Children 2026.

Successful applications will need to provide 'right to work in the UK' documentation and undertake an enhanced DBS check due to the role involving regulated activity.