



Job Title: Classroom Assistant (Nursery)

Purpose of the Role

To support the learning, development, care and wellbeing of children in the Nursery classroom, working closely with the class teacher to provide a safe, nurturing and stimulating environment.

The Classroom Assistant will help children aged three to develop confidence, independence, communication skills and positive relationships through purposeful play, classroom routines and age-appropriate learning experiences.

Key Responsibilities

1. Supporting Children's Learning and Development

- Support children's learning through play, exploration and practical activities.
- Work with individual children and small groups under the direction of the class teacher.
- Encourage the development of early communication, language, literacy and mathematical skills through everyday activities and play.
- Talk, play and interact positively with children, using questioning and modelling to extend their language and thinking.
- Encourage curiosity, creativity and confidence in learning.
- Support children with additional learning or language needs, including children with SEND or EAL, as directed by the teacher and SENDCo.
- Encourage children to attempt tasks independently and provide appropriate support when needed.

2. Supporting Personal, Social and Emotional Development

- Help children develop positive relationships with adults and other children.
- Model kindness, good manners, sharing, turn-taking and respectful behaviour.
- Support children in learning to recognise and manage their emotions.
- Help children become increasingly confident and independent within the Nursery environment.
- Provide reassurance and appropriate support to children who are upset, anxious or finding separation from parents difficult.
- Encourage children to participate positively in the life of the class.

3. Classroom Support

- Work alongside the Nursery teacher to support planned learning activities and daily routines.
- Help prepare and organise resources, activities and areas for learning and play.
- Support activities including stories, songs, creative work, construction, imaginative play, sensory activities and outdoor learning.

- Help children move safely and calmly between activities and different areas of the school.
- Support children during snack and mealtimes and encourage appropriate independence and social skills.
- Assist with tidying, organising and maintaining an attractive, stimulating and safe Nursery environment.

4. Care and Independence

- Support children with age-appropriate personal care needs in accordance with school policies and procedures.
- Encourage independence with dressing, toileting, handwashing, eating and looking after personal belongings.
- Promote good hygiene and healthy habits.
- Ensure that children's dignity and privacy are respected at all times.
- Follow agreed procedures relating to toileting, accidents and intimate care.

5. Observation and Progress

- Observe children during play and learning and share relevant observations with the class teacher.
- Help the teacher identify children's interests, achievements and areas where additional support may be helpful.
- Contribute, where appropriate, to records of children's learning and development.
- Inform the teacher promptly of any concerns regarding a child's learning, development, behaviour or wellbeing.

6. Behaviour and Relationships

- Help maintain a calm, happy and inclusive classroom environment.
- Reinforce classroom routines and expectations consistently and positively.
- Use age-appropriate strategies to help children understand boundaries and make positive choices.
- Model respectful and appropriate communication at all times.
- Support children in resolving simple disagreements and learning how their actions affect others.

7. Health, Safety and Safeguarding

- Maintain appropriate supervision of children at all times.
- Promote and safeguard the welfare of every child.
- Follow all school safeguarding, health and safety and child protection procedures.
- Report safeguarding or welfare concerns immediately through the appropriate school channels.
- Be particularly vigilant regarding the safety of young children during transitions, outdoor play, mealtimes and other less structured parts of the day.
- Follow school procedures relating to allergies, medical needs and accidents.

8. Working as Part of the Nursery Team

- Work closely with the Nursery teacher and other colleagues to provide consistent care and support.

- Follow the direction of the class teacher regarding learning activities, routines and individual children's needs.
- Communicate relevant information about children promptly and professionally.
- Maintain appropriate confidentiality regarding children and their families.
- Participate positively in staff meetings, training and professional development where required.
- Support wider school activities, events and trips as appropriate.

Line Management

The Classroom Assistant will report to the Nursery Class Teacher for the day-to-day operation of the classroom and to the appropriate member of the school leadership team for wider professional responsibilities.

Person Specification

Essential

- Experience of working with young children in an educational, childcare or other structured setting.
- A warm, patient and caring approach to young children.
- An understanding of the developmental needs of three-year-old children.
- Ability to communicate clearly and positively with young children.
- Ability to establish warm and appropriate professional relationships while maintaining clear boundaries.
- Willingness to support children's personal care needs where required.
- Ability to work effectively as part of a team and under the direction of the class teacher.
- Good organisational skills and reliability.
- Initiative and the ability to respond calmly to changing situations.
- An understanding of the importance of learning through play.
- Commitment to inclusion and supporting children with differing needs.
- Commitment to safeguarding and promoting children's welfare.

Desirable

- A relevant Early Years, childcare or education qualification.
- Experience working specifically with children aged three to five.
- Experience supporting children with SEND and/or EAL.
- Knowledge of early childhood development and age-appropriate learning.
- Experience of play-based or inquiry-led Early Years provision.
- First Aid or Paediatric First Aid training.

Professional Expectations

The Classroom Assistant is expected to:

- Put children's safety, wellbeing and development at the centre of their work.
- Treat every child with warmth, dignity and respect.
- Promote independence rather than routinely doing things for children that they are capable of learning to do themselves.
- Work collaboratively and professionally with colleagues.
- Maintain appropriate confidentiality and professional boundaries.

- Participate in relevant professional development, particularly in Early Years practice, safeguarding, SEND, EAL and first aid.
- Contribute positively to a happy, purposeful and inclusive Nursery environment.

Haileybury Malta is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with pupils. Pre-employment checks are made in line with those required in both the UK and Malta, and a Social Media check is made on all shortlisted applicants.

This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Haileybury Malta is an Equal Opportunities employer.

Please send your [completed application form](#) and a covering letter to head@haileyburymalta.com.