

PERSONNEL SPECIFICATION

POST: Nursery Assistant
LOCATION: Hart Memorial Primary School, Portadown

	Essential Criteria (Minimum)	Desirable Criteria (Subject to enhancement at the determination of the panel)
1. Qualifications	NVQ Level II in Children's Care Learning and Development, or equivalent qualification as recognised by the SELB.	NVQ Level III in Children's Care Learning and Development, or equivalent qualification as recognised by the SELB; Accredited first aid qualification.
2. Experience	A minimum of 18 months' experience within the last 3 years of working in a nursery school/unit or foundation stage class in a primary school.	Three years' experience within the last 5 years of working in a nursery school/unit or foundation stage class in a primary school.
3. Knowledge	Understanding of Child Protection issues.	
4. Skills		I.C.T. skills.
5. Personal qualities	Good interpersonal skills; Enthusiasm; Ability to build strong relationships with class.	

THE SOUTHERN EDUCATION AND LIBRARY BOARD

POST TITLE: Nursery Assistant

RESPONSIBLE TO: The School Principal

JOB PURPOSE

Responsible under the direction of the Principal or another designated teacher for the care and welfare of children within the school/unit and who assist the teacher in the education process.

DUTIES AND RESPONSIBILITIES

1. Limited involvement with the curriculum.
2. Joining-in the activities of the children in classes.
3. Supervising children usually in the presence of a teacher.
4. Contact with parents.
5. Providing general care and welfare.
6. Maintaining a safe environment.
7. Any other duties falling within the purview of the grade as instructed by the Principal or other designated teacher.

/LF

August 2003

CLASSROOM ASSISTANT QUALIFICATIONS SCHEDULE

COURSES OFFERING QUALIFIED STATUS TO CLASSROOM ASSISTANTS IN ALL SCHOOLS

Previous Course Title	Current Course Title	Awarding Body
NVQ 3 Early Years Care and Education; NVQ 3 Childcare and Education	NVQ 3 Children's Care Learning and Development	CACHE, City & Guilds, BTEC, Edexcel,
NNEB Certificate in Nursery Nursing; NNEB Diploma in Nursery Nursing	Diploma in Child Care and Education	CACHE, City & Guilds,
NNEB Diploma in Post Qualifying Studies	Advanced Diploma in Child Care and Education	CACHE, City & Guilds,
BTEC Nursery Nursing Certificate/Diploma; BTEC National Certificate Caring Services (Nursery Nursing); BTEC National Certificate/Diploma in Childhood Studies (Nursery Nursing)	BTEC National Certificate/Diploma in Early Years	BTEC, Edexcel
BTEC Higher National Certificate/Diploma in Early Childhood Studies HNC/HND Child Care and Education	HNC/HND Advanced Practice in Working with Children and Families	HNC
	Teaching qualification, in a nursery, special, primary or post-primary school, approved by the Teacher Training Institution, formerly DENI	
	BA Early Childhood Studies	Queen's University
	NVQ 3/SVQ 3 Teaching/Classroom Assistants	CACHE, City & Guilds, Edexcel, OCR
Certificate in Early Years Practice	Revised C37 Certificate in Early Years Practice	Open University
	Level 3 Certificate for Teaching Assistants	CCEA
	NVQ Level 3 – Support Teaching and Learning in Schools	City & Guilds
	BA Honours Degree in Special Needs and Education Studies	Liverpool Hope University
	National Vocational Certificate Level 5 Community Care (DCHCC) – (Special Needs Assistant)	FETAC

ADDITIONAL COURSES OFFERING QUALIFIED STATUS TO CLASSROOM ASSISTANTS WORKING IN SPECIAL SCHOOLS/CLASSES OR WITH STATEMENTED CHILDREN

Previous Course Title	Current Course Title	Awarding Body
Certificate in Social Services or CQSW	Diploma in Social Work	CCETSW
BTEC HND in Caring Services	BTEC HND/C in Care Practice	BTEC, Edexcel
AVCE Health and Social Care; GNVQ Advanced Health & Social Care; BTEC National Diploma in Health Studies; BTEC National Diploma in Care; BTEC National Diploma in Caring Services	BTEC National Diploma in Health & Social Care	BTEC
BTEC HNC/HND in Caring Practice; BTEC HND in Caring Services	BTEC HND in Health and Social Care	BTEC
	SEN/SRN/RSCN (Registered Nurse/Registered Sick Children's Nurse)	UKCC, National Board for Nursing, Midwifery & Health Visiting

COURSES OFFERING QUALIFIED STATUS TO CLASSROOM ASSISTANTS IN NURSERY AND PRIMARY SCHOOLS ONLY

Previous Course Title	Current Course Title	Awarding Body
	NVQ Level 3 Playwork (City & Guilds) & Transitional Award in Early Years	City & Guilds
	Certificate in Supporting Learning in Primary Schools (C60)	Open University
	Level 5 Certificate in Childcare	FETAC

COURSES OFFERING RECOGNISED STATUS TO CLASSROOM ASSISTANTS IN ALL SCHOOLS

Previous Course Title	Current Course Title	Awarding Body
NVQ 2 Early Years Care and Education NVQ 2 Childcare and Education	NVQ 2 Children's Care, Learning and Development	CACHE, City & Guilds, BTEC, Edexcel,
NNEB Preliminary Diploma in Nursery Nursing	Cache level 2 Certificate in Child Care and Education	CACHE/ incorporating CEYA & NNEB
	NVQ 2/SVQ2 Teaching/Classroom Assistants	CACHE, City & Guilds, Edexcel, OCR
	Level 2 Certificate for Teaching Assistants	CCEA
	NVQ Level 2 – Support Teaching and Learning in Schools	City & Guilds
	Personal Development Award/Classroom Assistant Award	South Lanarkshire Council

**COURSES OFFERING RECOGNISED STATUS TO CLASSROOM ASSISTANTS WORKING IN
NURSERY SCHOOLS/CLASSES ONLY**

Previous Course Title	Current Course Title	Awarding Body
Certificate or Diploma in Pre-School Child Development and Practice	Diploma in Pre-School Practice	Pre School Learning Alliance