



Job Title and Level

Nursery Level 2 — Grade 3

Main Purpose of the Role

The Nursery Level 2 is a key member of Woolton Primary's Early Years team, working under the direction of the Nursery teacher and EYFS Phase Leader. The postholder will support the delivery of a high-quality Early Years Foundation Stage (EYFS) provision that nurtures pupils' curiosity, wellbeing and readiness for school. Working as part of an established Nursery team in this 3FE primary school in south Liverpool. The postholder will promote the school's vision and values by being caring, kind and professional while helping every pupil to develop a love of learning.

Main objectives:

- Support focused learning for individuals and small groups to improve early social, communication, physical and cognitive development.
- Contribute to a safe, inclusive, stimulating and predictable environment that reflects Woolton Primary's values and responds to the needs of its community (including pupils in receipt of free school meals and those with SEND / EHCPs).
- Assist with the planning, delivery, observation and assessment of EYFS activities under the guidance of senior Nursery staff.

Key Responsibilities and Duties

Working with Pupils

- Work with individuals and small groups of pupils under the direct supervision of the Nursery teacher to deliver planned activities that support EYFS outcomes.
- Support pupils' personal, social and emotional development through warm, responsive interactions and appropriate adult modelling.
- Support behaviour management consistently using strategies agreed with the Nursery teacher and EYFS Phase Leader.
- Attend to pupils' personal needs, including personal care routines and administering minor first aid in line with school policy and training.

Curriculum Support and Classroom Practice

- Assist in setting up and maintaining stimulating indoor and outdoor learning environments, including preparing resources, rotating activities and organising displays.
- Support the Nursery teacher to deliver a suitable curriculum and programme of learning activities that balance adult-directed and child-initiated play.



- Contribute to planning, observation and formative assessment procedures: record observations, highlight progress and emerging needs to inform next steps.
- Maintain accurate record systems for individual pupils (eg. learning journals, observation logs) and contribute information for transition to Reception classes.

Communication and Partnership with Families

- Establish positive relationships with parents and carers, sharing information about pupils' progress, routines and wellbeing in a respectful and professional manner.
- Support parental engagement by communicating routine messages and assisting with induction or transition activities as required.

Team Working and Professional Conduct

- Contribute actively to effective team working with Nursery staff, EYFS Phase Leader and wider school staff, attending team meetings and contributing to professional dialogue about pupils' development.
- Support colleagues by sharing observations and cooperating with targeted support or intervention plans for pupils with additional needs.
- Demonstrate professional standards of conduct: punctuality, confidentiality, reliable record-keeping and a commitment to the school's vision and values.

Policies, Health & Safety and Safeguarding

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality; ensure the safeguarding of all pupils at all times.
- Follow infection control, food hygiene and equipment safety procedures in line with school and statutory guidance.

Skills and Competencies

Communication and Interpersonal

- Warm, patient and clear communicator able to build trusting relationships with young pupils, parents/carers and colleagues.
- Ability to contribute to meaningful dialogue about pupil progress and translate observations into practical next steps.



Early Years Practice

- Knowledge of early childhood development and EYFS principles; ability to support activities that develop communication and language, physical development, early numeracy and social skills.
- Competence in carrying out observations and simple assessments to record progress and identify next steps.

Behaviour and Personal Care

- Skills in supporting positive behaviour and routines, modelling respectful interaction and promoting independence in personal care.
- Confidence to attend to personal care needs and provide minor first aid (following training and school procedures).

Organisation and Resource Management

- Ability to set up, maintain and tidy stimulating learning areas and displays.
- Reliable record-keeping, basic administrative skills and ability to follow planning and assessment documentation.

Teamwork and Professionalism

- Collaborative mindset, flexible approach and willingness to contribute to whole-team responsibilities.
- Professional integrity, confidentiality and commitment to the school's safeguarding responsibilities and values (caring, kind, professional).

Note: This role is appropriate for Grade 3 staff and does not routinely require leading planning decisions independently; the postholder will work under direction from the Nursery teacher and EYFS Phase Leader.

Professional Development

- Access to induction and ongoing training relevant to EYFS practice, behaviour management, safeguarding, first aid, and any local authority or school-led CPD.
- Opportunities to attend in-school training, peer observations and targeted courses to support progression within the Early Years team.
- Regular appraisal and supervision meetings with the Nursery teacher / EYFS Phase Leader to identify strengths, development needs and career aspirations, including routes to higher-level Early Years qualifications or responsibilities.



- Encouragement to contribute to school improvement initiatives and share effective practice across the EYFS phase.

Safeguarding

- Safeguarding is the school's first priority. The postholder must ensure the safety and protection of pupils by acting in accordance with Woolton Primary's safeguarding policy and statutory guidance.
- Specific safeguarding duties:
 - Maintain vigilance for signs of harm, abuse or neglect and follow the school's reporting procedures immediately if concerns arise.
 - Complete mandatory safeguarding training and refresher courses as required.
 - Keep confidential records and share information only with appropriate staff in line with school procedures and data protection requirements.
 - Ensure safe supervision of pupils at all times, including during transitions, outdoor play and personal care routines.
 - Contribute to creating a predictable, safe environment where pupils feel secure to express themselves and access support.
- The postholder must understand their responsibilities under Keeping Children Safe in Education and school safeguarding arrangements, and cooperate with multi-agency partners when required.

Additional Information

- **Location:** Woolton Primary, South Liverpool
- **Contract:**
- **Hours:** 08:30 – 15:45
- **Salary:** Grade 3 (details to be provided in the advert/contract)
- The job description reflects current practice and will be reviewed as part of the school's performance management and organisational needs.

This role at Woolton Primary offers the opportunity to make a positive difference to early childhood experiences within a caring, inclusive community. The Nursery Level 2 will help foster curiosity, confidence and a love of learning in our youngest pupils while working as part of a supportive and professional EYFS team.