

TITLE OF POST:	Nursery Nurse
GRADE:	Scale 4 to 5 (dependent upon qualification and experience)
PURPOSE OF POST:	To work as a team member with the class teacher, Nursery Nurses and other support staff in the classroom, to teach, under supervision specific skills to children and to support teachers in the overall development and care of the children. The Nursery Nurse must be prepared to work as part of a team in providing the best possible opportunities for the children to grow in all aspects of their development and learn in a happy, safe and stimulating environment
DATE OF APPOINTMENT:	September 2019 or as soon as possible
LINE MANAGER:	Year Leader

JOB DESCRIPTION

Support for Pupils

- Plan with colleagues for the care and education of the children. This will include regular on-going planning of the day, taking into account the needs and abilities of individual children. Work as part of the team to plan and organise a clean, tidy, safe and stimulating environment
- Establish professional relationships with other bodies, including parents and all those who come into contact with the school
- Keeping records and carrying out activities in line with the EYFS curriculum. Observe and assess the needs and progress of children in all areas of their development and to share those observations, both verbally and in writing, with colleagues and parents (within the school framework and under the direction of the class teacher)
- As a follow up to team planning meetings, to independently plan, prepare and supervise specific appropriate activities for small groups – both indoors and outside
- To assist the teacher with children requiring special care i.e. new entrants, sick, children with special needs or children who are distressed for various reasons
- To care for the general welfare of the children, greet them, help them to dress and undress and assist in the cloakroom and toilets and at medical examinations
- To be responsible for the care of sick children within the EYFS

Support for Teachers

- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Organise and manage appropriate learning environment and resources
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment

- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Carry out routines that will allow for the smooth running of the class – this will include setting out and clearing up activities
- Help celebrate children's achievements by mounting and displaying their work in accordance with school policy guidelines. This will normally be done when nursery class children are not in attendance
- Supervise class groups in the absence of the teacher for Planning Preparation & Assessment time, sickness etc, following the planning of the teacher
- To accompany class outings and assist with making the necessary arrangements
- To undertake general care and maintenance of materials and equipment within the class as required by the teacher. To assist in the liaison between nursery and reception and reception and year 1, in particular helping the children to settle in the transitional period

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To be an active member of the Foundation Stage team and attend planning and other Foundation Stage meetings and in service training as required and be aware of current Foundation Stage policies

PERSON SPECIFICATION**Qualifications & Experience:**

- NNEB or NVQ Level 3 in Child Care or equivalent qualification
- Experience of working with Reception and Nursery age children either in a school, day nursery or play group

Professional Values & Practice:

- Understand and respect social, cultural, linguistic, religious and ethnic backgrounds
- Able to build and maintain successful relationships with pupils, treating them equitably with respect and consideration
- Demonstrate a commitment and ability to raising educational achievement to all pupils and to promote positive values, attitudes and behaviour
- Demonstrate a willingness and ability to improve own practices and methodologies through the utilisation of available information, tools, evaluation, observation and discussion with colleagues, mentors and line-managers
- Understand the roles of parents and carers in pupils' learning and development and demonstrate ability to liaise with parents and carers sensitively and effectively

Knowledge, Understanding and skills:

- To have a clear understanding of the foundation stage curriculum
- To be able to contribute to class planning and work from it
- To be able to carry out formal observations
- To be able to work with others effectively as a team member
- To be able to work independently and show initiative
- To be able to manage children's behaviour
- To be able to work with children in groups and on a one-to-one basis
- Understand and be able to use ICT for the advancement of pupils' learning, using common ICT tools for their own and pupils' benefit
- Understand health and safety issues relating to teaching space and resources and be able to organise and manage learning activities in a safe environment