

JOB DESCRIPTION

St John & St Nicolas School Federation	Job Title: Nursery Nurse
Location: St John the Evangelist Infant & Nursery School	
Grade/Salary Range: Grade D, Scale 5-9	

JOB PURPOSE

To work under the guidance of the Early Years Teacher in the planning and implementation of the early years' curriculum, in order to promote effective teaching and learning.

To provide a high standard of physical, emotional and social care for children within the Early Years setting.

To support the delivery of a high quality and engaging curriculum in line with the Early Years Statutory Framework.

To provide general support to the Teacher in the management and organisation of the pupils and the classroom.

In the absence of the Early Years Teacher, the nursery nurse may be required to lead the class and deliver the curriculum.

To promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.

To be responsible for promoting and safeguarding the welfare of children within the setting.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Classroom Teacher (day-to-day activities)

To be responsible to the Head Teacher (overall pattern of work)

MAIN DUTIES AND RESPONSIBILITIES

Main Responsibilities and Tasks

Support for pupils

1. To support working relationships with the pupils, acting as role model and setting high expectations.
2. To support pupils learning in the most effective way.
3. To provide care with regard to the physical welfare of pupils including self-care and other personal needs of pupils (including toileting and feeding).
4. To interact and play alongside the pupils during planned and child-initiated play and activities; communicating and modelling language; showing, explaining, demonstrating, exploring ideas; encouraging, questioning, recalling; providing a narrative for what they are doing; facilitating and setting challenges.
5. To share responsibility for supporting children and parents during the periods of settling in and transition.
6. To support children during snack time and provide an appropriate level of supervision.
7. To work with the Early Years staff to take into account the pupils' interests and dispositions to learn and plan next steps in learning and opportunities to develop these further in their learning environment.
8. To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting SAP (School Action Plans) targets, participating in reviews, including EHCPs (Educational, Health and Care Plan).

9. To encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in their learning, happy and safe.
10. Deliver first aid to respond to minor incidents and, if qualified First Aider, major incidents in accordance with school policies

Support for the teacher

11. To work closely with the Early Years Teacher and contribute to the planning, observation and assessment procedures to ensure children make excellent progress from their starting points.
12. To attend planning and team meetings with the Early Years staff.
13. To cover, in the absence of the teacher, in delivering pre-prepared activities to provide continuity for the pupils.
14. To support in setting up and clearing down the learning environments including the indoor and outdoor areas, ensuring that resources and equipment are available.
15. To contribute to partnership working with the EYFS staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development whilst being aware of families' ethnic, cultural and linguistic development.
16. To set up classroom displays, in collaboration with the teacher and other staff within the setting.
17. To observe, monitor, evaluate and moderate pupil responses to learning activities.
18. To help maintain individual and group records using Tapestry and other forms of formative and summative assessment and recording.

Support for the school

To establish positive and professional relationships with parents / carers of the children to ensure they are engaged in the child's education and development.

To comply with policies and procedures relating to child protection, health, safety, SEND, inclusion, security and confidentiality reporting all concerns to the Teacher to ensure children's wellbeing.

To attend relevant staff meetings, training and INSET days for professional development as required.

To uphold the school ethos and values, modelling professionalism and integrity toward all members of the school community.

To be aware of and uphold school procedures.

To maintain confidentiality.

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

PERSON SPECIFICATION

Job Title: Nursery Nurse	Location: St John the Evangelist Infant & Nursery School
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	● Completion of a recognised Level 3 childcare qualification, e.g. NNEB Diploma in nursery nursing, NVQ Level 3 or NCFE CACHE Level 3 Diploma in Early Years Education and Care. ● Sound literacy and numeracy skills ● Willing to undertake continuing professional development ● Previous experience of caring for, or working with children aged 0-5 for a minimum of 2 years.	● GCSE Maths and Literacy A-C or 9-4 ● Qualified Paediatric First Aider ● Holds a food hygiene certificate ● Completion of Safeguarding Level 1
Competence Summary (Knowledge, abilities, skills, experience)	● A commitment to the provision of high-quality childcare ● A positive approach to learning and gaining new skills through teamwork and training opportunities ● Possess a good understanding of child development and learning processes ● A sound knowledge of the early years' curriculum and the age-related expectations of pupils ● Demonstrates a good understanding of planning and setting up the EYFS learning environment to inspire and motivate learning ● Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour ● Awareness of child protection and bullying issues ● Aware of and willing to promote the schools' social inclusion policies and practices	
Work related personal requirements	● Proven excellent interpersonal skills ● Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs ● Professionally discreet and able to respect confidentiality ● Organised ● Flexible approach to tasks ● Reliable and punctual ● Confident and able to use own initiative	
Other work requirements	● Patient and resilient ● Willing to attend evening meetings as required	Flexible-occasionally working hours might be changed e.g. Home Visits