JOB DESCRIPTION

Job Title:	Nursery Nurse
Hours per week:	36 hours Mon – Fri, Term Time Only (39 weeks per year)
Reports to:	Deputy headteacher/EYFS leader

1. Purpose of Job:

In line with school policies and procedures and in collaboration with team colleagues, provide high quality care and education by implementing the Early Years Foundation Stage

2. Key accountabilities/duties/responsibilities:

In collaboration with a team and under the overarching supervision of the class teacher:-

- Work as a member of a team, contributing to the planning, preparation, delivery and evaluation of learning experiences that will enhance children's physical, intellectual, emotional, social and moral development.
- Foster children's independence, self-reliance and social skills.
- Maintain a comfortable, safe and stimulating environment which supports and reflects diversity amongst the children and ensures that all children have equal access to learning and development opportunities.
- Implement the School's Equal Opportunity Policy and work actively to overcome discrimination and stereotyping. Promote the inclusion of all children and provide an environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender.
- In collaboration with team colleagues, be responsible for completion and collation of documentation related to children within the class.
- Support new children and their parents/carers upon admission into school and during transition between year groups.
- Support children with additional needs by contributing to Education Health and Care Plans as appropriate, and by contributing to reviews and case conferences and working in co-operation with other agencies.
- Implement agreed learning activities for individuals and groups of children, based on Development Matters in the Early Years Foundation stage (EYFS).
- Work with the class teacher and staff team in the overall observation, assessment and recording of the development of individual children with reference to the school's policies, EYFS framework and Ofsted regulations.

- Plan and evaluate daily, weekly and each term to meet the needs and interests of children, including those with additional needs. Plan, prepare and implement individual and group activities, including the teaching of phonics.

- In collaboration with the class teacher, take responsibility within the team for the "key person" role of a group of children, as defined by the EYFS framework. This involves planning, evaluation, observation, assessment, report writing, record keeping and attending meetings, case conference reviews, consultation with parents/carers etc.

- To take responsibility for the learning environment completing the register and running of the classroom as appropriate.

- To maintain good order and discipline amongst the pupils, both on the premises and when engaged in school activities elsewhere.

- To attend and contribute to staff meetings after school hours.

- To contribute to whole school policies, and to ensure their implementation.

- Provide short term cover, such as during Teacher PPA time, in accordance with the statutory framework for EYFS.

- Contribute to the maintenance and development of a curriculum resource area/focus.

- Take small groups of children out of school to develop their interests in their local environment in line with school policy and national guidance.

- Undertake the personal care of children as necessary (including the changing of nappies/soiled clothing for which parental/carer permission has been granted) which may also require the carrying out of basic medical procedures and administering of first aid for which training will have been provided.

- Provide a model of best practice in Early Years education for visiting professionals from within and beyond the local authority including other authorised agencies.

- To work as a member of a team that promotes an environment that safeguards and protects children.

- To be aware of Child Protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated Child Protection Officer.

- To advise line management of inappropriate practice, raising concerns that may put children at risk by colleagues and/or other professionals.

3. Staff management accountability

- In conjunction with the class teacher, supervise early years students or volunteers

4. Physical effort

- Requirement to set up rooms, play equipment and displays involving lifting and moving furniture, setting up climbing frames, outdoor play equipment, and maintaining a safe play environment

- Requirement to stand or work in awkward positions, e.g. bend over small tables, sit on floor, small chairs, assist with the daily access and storage of play equipment etc.

- May be required to use physical restraint techniques in accordance with school policy and after appropriate training

5. Promotion of Corporate Values

- To ensure that customer care is maintained to the agreed standards according to the school's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

6. Flexibility

- The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

- This job description is not exhaustive and may change as the post or the needs of the school develops. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

PERSON SPECIFICATION	
Nursery Nurse	**Essential/ Desirable**
Qualifications	
Minimum Level 3 Qualification for Early Years: NNEB/BTEC National Diploma in Childcare and Education) NVQ3 in Early Years Childcare, or a B.Ed. Early Years qualification; or an equivalent qualification	E
Paediatric First Aid	D
Professional Experience	
At least two years post qualifying experience in an EYFS setting	E
Experience of observation, planning and record keeping	E
Experience as a key person, home visiting and liaising with parents and other professionals	E
Experience of preparing and presenting written reports to support children's learning development	E
Experience of providing an enabling learning environment, both indoors and outdoors	E
Experience teaching synthetic phonics	E
Ability to use ICT skills as appropriate for the job	E
Experience of working in Nursery and Reception classes within a school environment	D
Experience of working with Child Protection concerns	D
Experience using Tapestry Online Journals	D
Professional Knowledge	
Thorough understanding of Early Years Foundation Stage framework	E
A commitment to the equality of opportunity	E
The ability to promote an environment that safeguards and protects children	E
The ability to establish professional boundaries with parents/carers, children and professionals	E
Knowledge of different cultures, beliefs and religions within school setting	E
Knowledge of Special Educational Needs & Additional Support Needs requirements	E
Good working knowledge of synthetic phonics	E
Personal Qualities	
Good communication skills and a warm, positive approach to both children and adults	E
A commitment to the whole ethos of the school and the whole school community	E
The ability to be a cooperative, flexible member of a team	E
Enthusiasm, energy, patience and initiative	E
Ability to maintain a high level of confidentiality	E
Commitment to Continuous Professional Development (CPD	E