

## Job Description

<b>Role</b>	Nursery Nurse
<b>Job Purpose</b>	To play a complementary and supporting role to the teacher in encouraging all nursery pupils in their learning and the acquisition of skills. To supervise and ensure the well-being of pupils during their time at school to include organising activities and administering meals when applicable. As a key worker you will communicate with parents as required and be the first point of contact.
<b>Accountable to:</b>	Nursery Manager & Nursery Teacher
<b>Accountabilities</b>	<p><b>1. Teaching and learning</b></p> <ul style="list-style-type: none"> <li>a) Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies.</li> <li>b) Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies.</li> <li>c) Prepare appropriate resources for lessons, undertaking reprographic work and other preparation of learning materials as required.</li> <li>d) Accompany teachers and pupils on educational visits and engage in the learning process for the benefit of the pupils</li> <li>e) Undertake independent short term planning for key group - Liaise with the teacher in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement.</li> <li>f) Contribute, and lead on occasions, discussions with the teacher on the development of work and support programmes for pupils, offering your own development and support strategies in order to further support learning or behaviour.</li> <li>g) Complete and manage your own records of pupils learning through efficient management of the Record of Achievement and observations. Oversee the efficient management and/or completion of individual pupil records in your key group through observation, recording and filing.</li> <li>h) To participate in appropriate staff and Key Stage meetings and to contribute to school decision making and</li> </ul>

	<p>consultation procedures.</p> <ul style="list-style-type: none"><li>i) Undertake independent parents evening for a Key Group.</li><li>j) Lead independent group activities with pupils, i.e. library sessions, dance drama, focus times, story and song sessions etc.</li></ul> <p><b>2. Pastoral care</b></p> <ul style="list-style-type: none"><li>a) Liaise with the Nursery Manager on the implementation of appropriate strategies to ensure that all pupils are supported pastorally.</li><li>b) Ensure that all pupils are adequately supported in the acquisition of personal skills through either direct or indirect intervention strategies.</li><li>c) Promote and model positive behaviour in all teaching areas.</li><li>d) Uphold the Code of Conduct/Behaviour Policy through effective delivery of its aims.</li><li>e) Provide pastoral/welfare support for all pupils in order to encourage their social and emotional stability and development.</li><li>f) Assist with the supervision of pupils at break times and lunchtimes to further support pupils in their learning.</li><li>g) Administer first aid if qualified to do so.</li><li>h) Assist with the dietary care of pupils, ensuring all requirements are met. Preparation of snack and serving food at lunchtimes.</li></ul> <p><b>3. Management of Resources</b></p> <ul style="list-style-type: none"><li>a) Ensure that classroom resources are maintained effectively and available as required.</li><li>b) Assist in the preparation and creation of attractive and interactive learning displays.</li><li>c) Prepare work and activities in advance of the lesson (within employed hours), in order to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.</li></ul>
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	<p><b>4. Communications</b></p> <ul style="list-style-type: none"> <li>a) Where appropriate, develop a relationship to foster links between home and school, and to keep the school fully informed of relevant information.</li> <li>b) Be aware of confidential issues linked to home /pupil /teacher /school.</li> <li>c) Work collaboratively with colleagues to meet the needs effectively of all pupils.</li> <li>d) Communicate concerns and observations to the relevant person regarding health &amp; safety issues and child protection issues to maintain the school's duty of care.</li> <li>e) Liaise with parents regarding the effective sharing of information regarding the collection of pupils.</li> <li>f) To help with Open Mornings, home visits and school events as required.</li> </ul> <p><b>5. Training &amp; development of self and others</b></p> <ul style="list-style-type: none"> <li>a) Where appropriate, to assist in the induction, development and support of other Nursery Nurses in their role.</li> <li>b) Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.</li> <li>c) Maintain an up to date knowledge of the Early Years Framework.</li> </ul>
<p><b>General requirements</b></p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>b. Contribute to the school's programme of extra-curricular activities.</li> <li>c. Support and contribute to the school's responsibility for safeguarding students.</li> <li>d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> </ul>

	<ul style="list-style-type: none"> <li>e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>g. Engage actively in the performance review process, and training and development opportunities available.</li> <li>h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.</li> <li>i. Undertake other reasonable duties related to the job purpose required from time to time such as working in other age groups as required and if qualified to so, e.g. taking classes to swimming, covering other members of non-teaching staff.</li> </ul>
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

### Person Specification

#### Skills Required

Ability to demonstrate active listening skills	ESSENTIAL
Ability to use language and other communication skills to which children can relate	ESSENTIAL
Ability to empathise with the needs of children	ESSENTIAL
Ability to work effectively with other colleagues	ESSENTIAL
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes	ESSENTIAL
Ability to undertake observations of individual children and complete records under the direction of the teacher	ESSENTIAL

#### Knowledge Base

A good standard of education, particularly in English and Mathematics	ESSENTIAL
Knowledge of appropriate First Aid procedures	DESIRABLE
Knowledge of National Curriculum requirements for the age of the pupils	DESIRABLE
Knowledge of the use of basic technology ie photo-copier, computer, DVD and digital camera	DESIRABLE
Knowledge of Child Protection issues	DESIRABLE

#### Qualifications/Attainment

	Level	
Evidence of attainment in a recognised Junior School Assistant's qualification ie NVQ, NNEB, City & Guilds, BTEC etc or through relevant experience	NVQ Level 3 or above	ESSENTIAL

Evidence of attainment or training in Child Protection issues/procedures		DESIRABLE
Willingness to participate in further training and developmental opportunities offered		ESSENTIAL

**Experience**

Relevant experience in an educational establishment/setting	ESSENTIAL
Demonstrable evidence of establishing positive relationships with children	ESSENTIAL
Demonstrable evidence of experience in supporting children in a learning environment	ESSENTIAL
Experience of preparing basic practical / art materials for children	DESIRABLE

**Attitude/approach**

Willingness to be professionally discreet and to maintain confidentiality on all school matters	ESSENTIAL
Willingness to adopt a flexible approach to all directed tasks	ESSENTIAL
Willingness to work as part of a team	ESSENTIAL