



## Early Years Educator (Nursery Nurse) Level 3

<b>Job Description</b>			
<b>Job title</b>	Early Years Educator (Nursery Nurse) Level 3	<b>Grade</b>	LBR 5 Scale Point 12-15
<b>School</b>	Wanstead Church School		
<b>Reports to</b>	Headteacher		
<b>Responsible for</b>	Under the direction of the Headteacher and/or Deputy Headteacher, to be responsible for the care and the welfare of the children in the Nursery and/or Reception class, and to assist the teacher with the education process and provision.		
<b>Purpose</b>	<ul style="list-style-type: none"><li>• To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</li><li>• To plan, prepare and deliver learning activities for individuals, groups or whole class, monitoring and assessing pupils and recording and reporting their progress.</li><li>• To be a Key Person for a group of children.</li></ul>		
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Participating in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly and daily plans.</li><li>• Preparation of the learning environment, assisting in the organisation of the room arrangement and resources.</li><li>• Valuing and displaying children's work.</li><li>• Taking responsibility for a small group of children for varying types of activity, under the direction of the teacher, including in the outside learning area.</li><li>• Supporting children who are identified as having Special Educational Needs or Disabilities (SEND) or English as an Additional Language (EAL), by contributing to and organising the implementation of Individual Education Plans (IEPs). This may include assisting with clinical procedures which may be undertaken by non-qualified staff, e.g. administering prescribed medicines, catheter care, tracheostomy care etc.</li><li>• Accompanying children on outside activities, e.g. educational visits.</li><li>• Encouraging the children's development, independence, self-reliance, initiative and problem-solving skills.</li><li>• Observing children's activities and contributing to written records and assessments.</li><li>• Working in a non-discriminatory way, being aware of and celebrating difference and ensuring that all pupils have equal access to opportunities to learn, develop and reach their potential.</li><li>• Maintaining respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.</li><li>• Being supportive and welcoming to parents or carers, recognising the expert knowledge they have of their children and encourage and value their environment.</li><li>• Attending to the needs of sick or injured children and administering First Aid as necessary, recording accidents and attending to children who are unwell until they are collected.</li><li>• Assisting children in dressing and undressing as necessary throughout the day, e.g. for PE lessons.</li><li>• Supervising drinks and snacks at break times, liaising with other professionals (e.g. Speech Therapists) as necessary.</li><li>• Moving and handling children where necessary, following Health and Safety Guidelines.</li><li>• Assisting individual children with their mobility and independence training, including the use of equipment, with advice and information passed on from other professionals.</li></ul>		



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- Supporting the toileting of continent children, with assistance from colleagues where it has been assessed that more than one member of staff is required. (This does not include children requiring specialist nursing skills e.g. catheters). Occasionally, this will include changing continent children who have soiled themselves, with help from colleagues

### Key Person Responsibilities

- Overseeing the induction and settling in process for children and families into the school, including initial home visits, including giving initial information on school policies.
- Taking responsibility in planning, tracking and evaluating children's achievements and progress.
- Setting individual targets and monitoring progress.
- Carrying out a full record keeping programme for each child according to school policy.
- Being the first contact for key parents.
- Setting targets and reviewing IEPs, in collaboration with the SENCO.
- Initiating and implementing IEPs, through regular liaison with teachers, according to school policy.
- Liaison with outside agencies and other professionals involved in the children's welfare.
- Registration of the children.
- Supporting and including children with SEND and to attend case conferences and reviews on own or with teacher as appropriate.

### General

- Be sympathetic to the school's Christian ethos and actively uphold the school's values.
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, behaviour, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and celebrate difference and ensure all pupils have equal access to opportunities to learn and develop.
- Demonstrate an understanding of and a commitment to equal opportunities and diversity.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.



<b>Person Specification</b>	
<b>Education and Qualifications</b> CACHE Level 3 or equivalent, e.g. NNEB qualification	Essential
<b>Experience/Knowledge/Skills:</b> <ul style="list-style-type: none"><li>Experience of working with or caring for children in the Early Years, including those who have Special Education Needs and/or Disabilities.</li><li>A sound understanding of early childhood development and learning</li><li>Training in the relevant learning strategies</li><li>Basic First Aid training</li><li>Paediatric First Aid training</li><li>Understanding of relevant policies/codes of practice and awareness of relevant legislation</li><li>Good working knowledge of national curriculum/foundation stage curriculum and other basic learning programmes or strategies</li><li>Excellent numeracy and literacy skills</li><li>Strong understanding of phonics and early reading</li><li>Ability to effectively use ICT to support learning</li><li>Ability to form strong and effective relationships with adults and children</li><li>Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</li><li>Ability to demonstrate a calm approach and positive attitude to behaviour management</li><li>An eye for detail and relentlessly high expectations of self and others</li><li>A positive and sensitive approach to others, seeing strengths before weaknesses</li><li>A sympathetic understanding of the Christian ethos of the school</li></ul>	Essential Essential Essential Essential Desirable Desirable Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential