



Believe... Inspire... Achieve
St John's C of E Primary & Nursery School

Portland Road, Kingston upon Thames, Surrey, KT1 2SG

Head Teacher: Lulu Esua

0208 546 7179

Nursery Nurse Job Description Summary

To be a member of a professional team led by the class teacher to provide quality care and education which fosters children's all-round development within the framework of the Foundation Stage.

To promote the ethos of the school.

To share responsibility for identifying personal professional development needs and to undertake appropriate training according to the priorities of the school as identified in the School Development Plan.

Principal Accountabilities

To share the team's responsibility for:

- meeting together to plan and evaluate appropriate learning experiences that will promote the physical, social, emotional, cultural, spiritual, moral and cognitive development of each individual child.
- observing children's play and interactions and contributing to their records according to the policy of the school.
- facilitating and enabling children's development, both inside and outside, through appropriate levels of support and interaction.

Main Activities and Responsibilities:

Plan, prepare and set out in an appropriate way the activities to be undertaken either by individual children or by groups of children, in order to deliver the E.L.G.'s.

Facilitate, enable and encourage children to:

- make meaningful choices
- develop their concentration
- engage in dialogue both with adults and with their peers
- be aware of, and thoughtful of their needs
- encourage and support the use of heritage languages
- engage in exploration, discovery and problem-solving
- develop a sense of awe and wonder
- develop competence and creativity
- develop self-esteem and confidence

Build on, develop and consolidate these skills through continued practice and learning. Foster children's independence, perseverance and self-reliance.

Make written observations of children's play, progress and behaviour, evaluating them and contributing to target setting for individual children.

Share in planning and delivering activities appropriately to fulfil children's needs including those with an EHCP.

Support children with a variety of SEND, contributing to planning as appropriate.

Be aware of child protection issues, identifying and monitoring cases of suspected child abuse and reporting concerns to the designated teacher.

Support new children admitted into school and liaise with other local early years settings to facilitate smooth transition.

Take small groups of children out of school to develop their communication skills and interest in the local environment.

Participate in school outings taking responsibility for small groups of children.

To contribute to the preparation and maintenance of a healthy, clean, stimulating, safe and aesthetically pleasing learning environment.

Main Activities and Responsibilities:

- monitor and maintain on a daily basis the safety and cleanliness of the classroom environment both indoors and outdoors.
- support the children in learning to take care of resources and equipment and to help them take responsibility for putting them away tidily in the right place.
- share responsibility for the selection, making and maintenance of resources.
- share responsibility for the presentation of children's work and for the compilation of interest areas and displays.
- administer First Aid as appropriate and record actions in accordance with school policy.
- share in making decisions and recommendations about routines, procedures and organisation of space to maximise the achievement of all children.
- assist with housekeeping i.e. shopping for class and school.

To foster and maintain productive professional links with families; to liaise with other agencies working within school, LA and the local community as agreed with the Head of Early Years, and /or Senior leadership Team.

Main Activities and Responsibilities:

- establish and develop a good relationship with parents and carers, encouraging dialogue, co-operation and partnership.
- provide a listening ear, while maintaining confidentiality, for parents, carers and children.
- provide a parental model for the child in the absence of the parent or carer.
- share with the parents or carers information about the child, while recognising the legal and moral rights of the parents or carers.
- develop home-school links by encouraging and promoting parental involvement in a range of school activities.
- make home visits according to the policy of the school.
- exchange appropriate information with colleagues from other agencies, participating in sessions and visits and contributing to assessments.
- attend and participate in case conferences and reviews including open day/evening meetings with parents to discuss their child's progress, as required by the head teacher.

To contribute to the overall policies and ethos of the school within the context of school policies and guidelines.

Main Activities and Responsibilities:

- maintain professional relationships with colleagues, and work effectively as a member of a multi-disciplinary team.
- actively help develop whole-school policies, and ensure their implementation.
- attend and contribute to staff meetings.

- maintain good order and discipline amongst pupils in accordance with the school's Behaviour Management Policy while on the premises, or when engaged in school activities elsewhere.
- implement the Council/School's Equal Opportunities policy fully, and actively work to challenge disadvantage and to overcome discrimination and stereotype.

To show commitment for Professional Development for Self and Others

Main Activities and Responsibilities:

take part in the school's procedures for self-evaluation and programme for professional development.

participate in training courses as appropriate for personal or whole-school development.

keep up-to-date with current child-care and educational issues.

participate in the training of nursery nurse and NVQ students.

Nursery Nurse - Person Specification:

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Previous experience of caring for, or working with children aged 3-5 • An understanding of the Early Learning Goals • A commitment to the provision of high quality teaching • A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> • Interest in the care, learning and development of young children • An understanding of the Foundation Stage curriculum
<p>Personal qualities</p> <ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Empathy with children, colleagues and parents/carers/carers • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening • Able to work as part of a team
<p>Qualifications</p> <ul style="list-style-type: none"> • Completion of a recognised childcare qualification: NNEB Level 3 or NVQ4 in childcare • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace 	<ul style="list-style-type: none"> • NNEB Level 3 or NVQ4 in childcare • First Aid certificate • Completion of other relevant courses