




Stag Lane Primary School & Nursery

Forever Learners: Achieving our dreams in an ever-changing world

	JOB DESCRIPTION
	Nursery Nurse
	Salary scale: G03 Harrow

Job title	Nursery Nurse
Salary scale	G03
Responsible to:	Headteacher
Line Managed by:	Early Years Team Leader

Purpose of the job

To work under the guidance of the class teacher in the planning and implementation of the early years foundation stage (EYFS) and other national programmes/strategies with individuals or groups of pupils or the whole class to promote effective teaching and learning.

- During the short term absence of the class teacher a nursery nurse may be required to supervise the whole class and deliver pre-prepared activities.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- 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 and young people within the school.

Main responsibilities and tasks

Support for pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way.
- To meet the personal care needs of pupils whilst encouraging their independence (including toileting and feeding).
- To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the EYFS curriculum.
- To carry out any specific duties as outlined in pupil/s Individual Educational Plan or Personal support plan [IEP/PPP]
- To deliver interventions under the direction of teachers, or senior leaders
- To supervise and engage with the children and ensure that they are active in purposeful and



cooperative behaviour throughout playtimes/breaks

Support for the Teacher

- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short term unplanned absence of the teacher, to cover all pre-prepared activities to provide continuity for the pupils.
- To carry out interventions for a wide range of pupils
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate. To work on classroom displays and the outside communal areas following consultation with the teacher
- To observe, monitor, evaluate and moderate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
- To provide objective and accurate feedback and reports on pupil achievement and progress

Support at Lunchtimes (when required)

- To undertake lunch duties which could include setting up and clearing away of the dining halls
- To supervise pupils in the dining hall, in the playgrounds and other parts of the school (playground) during lunch periods, helping to organise the dining area and playground space appropriately.
- Engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
- Supervise a specific area of the playground according to the lunchtime rota e.g. playground equipment, football area, Reception area, etc ensuring that you move around and monitor the children. At other times actively engage in children's play
- Encourage role model behaviour through effective and consistent use of the school's behaviour policy.

Support for the School

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To assist in the training and development of new staff.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity



Support for the curriculum

- To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the class teacher.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Head Teacher.

Other

- Support the safeguarding of staff and children
- Maintain positive working relationships with all staff, parents, children, governors and visitors
- Attend school functions as required
- Make a positive contribution to public relations by responding to all site visitors and telephone enquiries in a helpful and polite manner
- Undertake and when required be part of performance management and relevant training and professional development.
- Undertake other various responsibilities as directed by the Headteacher or the Early Years Team Leader

PERSON SPECIFICATION		
Job title		Nursery Nurse
Salary scale		GO 3
	Essential	Desirable
Qualifications & Legal issues	<ul style="list-style-type: none">• Fluent in Spoken English• Maths GCSE Grade C or above (or equivalent) - Essential• English GCSE Grade C or above (or equivalent) –Essential And one of the following 'full & relevant qualifications': <ul style="list-style-type: none">• Level 2 - certificate in Children's care, Learning & Development• Level 3 diploma in Child care education	<ul style="list-style-type: none">• Further professional qualifications for supporting teaching and learning in schools• Paediatric First Aid Qualification• Graduate with an interest in qualifying as a teacher in the near future



	<ul style="list-style-type: none"> • NVQ Level 3 in Child care, learning & development • EYE – Early Educator Status -T Level • Legally entitled to work in the UK 	
Experience	<p>The Nursery Nurse should have had some experience of:</p> <p>Working with young children in a primary school setting.</p>	<p>In addition, the Nursery Nurse might have experience of:</p> <p>Being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar.</p>
Knowledge and understanding	<p>The Nursery Nurse should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • the needs of young children; • child development and the ways in which children learn; • the national /Foundation Stage curriculum and other basic phonic programmes • the roles played by various adults in a child's education/school setting; • an understanding of equal opportunities and safeguarding in practice; • how to use ICT to support their professional work; • how to contribute to effective personalised provision by taking practical account of diversity; • how to support learners in accessing the curriculum in accordance with the special needs (SEN) Code of Practice and Disabilities Legislation. 	



<p><u>Aptitude and Abilities</u></p>	<p>The Nursery Nurse should have:</p> <ul style="list-style-type: none"> • A passion for working with young children • the ability to display work effectively, and make and maintain basic teaching resources; • be able support the evaluation of learners' progress using a range of assessment techniques; • high levels of organisation; • good communication skills with both adults and children; • understanding and practice of confidentiality; • a firm commitment to raising standards and providing a quality education for all pupils; • ability to be a good 'team member', including working co-operatively with other staff; 	<p>In addition, the Nursery Nurse might also:</p> <ul style="list-style-type: none"> • be prepared to undertake in-service training in order to increase knowledge and skills • be willing to take on a range of tasks and utilise a range of skills
<p>Personal characteristics</p>	<ul style="list-style-type: none"> • Calmness • Confidentiality • Empathy • Enthusiasm • Flexibility • Initiative • Positivity • Fun 	