**THE GERRARDS CROSS CE SCHOOL**

**NURSERY NURSE – Job description and person specification**

**Hours: 35 hours per week / 37 weeks per year**

 **(8.30 – 3.45 M, Tu, Thu, Fri; Wednesdays 8.30 - 4.30pm)**

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| **Qualifications and training:** |
| * NVQ level 3 childcare qualification, or equivalent, or above
* A sound working knowledge of the EYFS framework
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| **Professional skills and attributes:** |
| * Excellent communication and interpersonal skills
* Willingness to listen and be responsive to advice and support
* Commitment to an ethos of high standards, personal fulfilment and academic success
* Ability to be a team player
* Ability to complete all necessary tasks within a working day.
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|  **Personal qualities:** |
| * An ability to have a positive outlook on each day
* Personal integrity and warmth
* Personal confidence and sensitivity
* Ability to relate well to others and to build positive relationships
* Flexibility and open mindedness,
* Enthusiasm and sense of humour
* Patience and perseverance
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| **General school requirements:** |
| * Enhanced safeguarding clearances
* Understand and implement the school’s child protection policy and related DfE documents
* Attend and participate in staff and team meetings as required
* Participate in training and other learning activities as required
* Take part in the school’s performance management process
* Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, reporting all concerns in line with school policy
* Assist with the supervision of pupils as required, for example at break-times
* Accompany teaching staff and pupils on school visits, taking responsibility for a group of pupils under the supervision of the teacher
* Work in partnership with the teacher to support the EYFS induction programme. This may include parents’ evenings and home visits.
* Be in sympathy with the ethos of a Church of England school
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| **Main duties:** |
| * Contribute a high standard of physical, emotional, social and intellectual care for our EYFS children
* Establish positive relationships with pupils and interact with them according to individual needs and interests
* Encourage pupils to interact with others and engage in play based learning and activities inside and out of doors
* Read with individual children and groups, completing reading records as directed by the teacher
* Provide pastoral and learning support
* Supervise and provide support for pupils including those with additional needs, ensuring their safety and access to learning activities
* Assist with the development and implementation of individual learning and behaviour support plans as well as personal care where needed
* Deliver small group and individual interventions, for example ‘keep up’ phonic groups
* Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
* Deal with minor incidents and accidents, and promote the health and hygiene of pupils
* Create and maintain a purposeful, orderly and supportive environment, and assist with displays
* Monitor pupils’ responses to learning activities and accurately record observations of progress as directed
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress and any barriers to learning
* Promote and model good behaviour, dealing promptly with any conflicts in line with school policy and encourage pupils to take responsibility for their own behaviour.
* Provide clerical / admin support to the teacher
* Prepare and maintain equipment and resources required to meet curriculum objectives
* To ensure the provision of a high quality learning environment to meet the needs of individual pupils from different backgrounds, cultures and stages of development
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