**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 |
| **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. |
| **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 |
| **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 |
| **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 |