



Elmgrove Primary School and Nursery

Nursery Nurse

Responsible to:

- Headteacher, Deputy Headteacher, Assistant Headteacher, Relevant Year Leader, Class Teacher.

Main Aims

- To be a member of a multi-disciplinary Foundation Stage team working together under the direction of the Assistant Headteacher for EYFS.
- To provide a broad, balanced, stimulating and differentiated curriculum that meets each child's needs.
- To provide a high quality education and care for children in the school, in partnership with their parents and carers.
- To supervise whole classes during the short-term absence of teachers.
- To implement agreed school and Local Authority policies.

Purpose

- To contribute and plan for the preparation, delivery and evaluation of learning experiences, that will enhance children's physical, intellectual, emotional, social and moral development.
- To contribute to the provision and maintenance of a healthy, stimulating, safe and aesthetically pleasing learning environment.
- To develop and maintain professional links with parents and carers, other agencies working with the school, the local community and the Local Authority.

Duties and Responsibilities

- Work as a member of a team, contributing to the planning for preparation, delivery and evaluation of learning experiences that will enhance children's physical, intellectual, emotional, social and moral development.
- Be responsible for working with groups of children on planned learning experiences as agreed by the class teachers (e.g. literacy, creative work, group time, maths, science, IT).
- Prepare, set-up, manage and clean up materials and equipment, in both indoor and outdoor learning areas.
- Work with the teacher in the overall observation, assessment and recording of the development of individual children with reference to the school's policies, Early Years Foundation Stage and Ofsted regulations.
- Be responsible for elements of record-keeping and planning.
- Foster children's independence, self-reliance and interdependence.
- Take groups of children out of school to develop their interests in their local environment.
- Plan and implement group activities.
- Provide a model of best practice in Early Years education for visiting professionals from within and beyond the Borough.
- Support children with a variety of Special Education Needs within the classroom environment, contributing to Learning Plan's as appropriate.
- Carry out First Aid and personal care, for which training will be given.
- Support children with special educational needs by contributing to reviews and case conferences, working in co-operation with other agencies.
- Support new children admitted into school.
- To plan and evaluate daily, weekly and each term to meet the needs and interests of children, including those with specific educational needs.
- Maintain effective, professional relationships with colleagues.

- Maintain good order and discipline amongst the pupils, both on the premises and when engaged in school activities elsewhere.
- Attend and contribute to staff meetings.
- Contribute to whole school policies and ensure their implementation.
- Implement the School's equal opportunities policy fully and to work actively to overcome discrimination and stereotyping.
- Provide an environment which allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender.
- Be aware of child protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated child protection officer.
- Share in making decisions and recommendations about practice, routines and organisation or space, to maximise the achievement of all children.
- Contribute to the selection and maintenance of resources.
- Be aware of Health and Safety issues and the welfare of the children at all times.
- Be responsible for the maintenance and development of a curriculum resource area/focus.
- Maintain effective and professional relationships with parents, meeting with them as appropriate to share information.
- Develop home/school links by participating in home visiting, encouraging and promoting parental involvement in a range of school activities, maintaining confidentiality at all times.
- Liaise regularly with colleagues in order to provide support for parents in enhancing the overall development of the child.
- Work in partnership with parents and carers. Inform and involve parents/carers in their child's progress through daily informal contacts, term time contacts, consultations and curriculum workshops.
- Participate in formal parents' meetings as appropriate.
- At the direction of, and in conjunction with the Headteacher and Class teacher, supervise Nursery Nurse Students.
- Work co-operatively with external agencies.
- Take part in health education programmes where appropriate.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Providing support during lunchtimes.

Flexibility

- In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specified above. Such duties will fall within the scope of the post.



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PERSON SPECIFICATION

(E = Essential D = Desirable)

Qualifications and Experience :	
Nursery Nurse Qualifications: <ul style="list-style-type: none"> • <i>NCFE CACHE Level 3 Diploma in Child Care and Education</i> • <i>BTEC National Diploma in Children’s Care, Learning and Development</i> • <i>NVQ Level 3 in Children’s Care, Learning and Development</i> • <i>Or equivalent qualification</i> 	E
Good basic education to GCSE level in literacy and numeracy, or the equivalent	E
Experience of working with children within the 3- 11 age range outside the home in a paid or voluntary capacity including children with SEND	E
Experience of working with children with a physical disability	D
Firs Aid Qualifications including Paediatric First Aid	D
Skills, Knowledge and Abilities:	
Knowledge of the National Curriculum and New EYFS framework	E
Knowledge of effective teaching and learning strategies	E
A good understanding of how children learn and develop	E
Ability to adapt teaching to meet pupils’ needs	E
Ability to use and apply effective assessment techniques	E
Knowledge of and the ability to use comparative data together with information about pupils’ prior attainment to establish benchmarks and set targets for improvement	E
Knowledge of guidance and requirements around safeguarding children	E
Knowledge of effective behaviour management strategies	E
Good ICT skills, particularly using ICT to support learning	E
Set high expectations and standards as a role model for pupils	E
Inspire and motivate pupils and staff	E
Work as part of a team	E
When appropriate, plan and deliver relevant training/ share good practice	E
See advice and support where necessary	E
Communicate and work effectively with all stakeholders and the wider community	E
Prioritise, plan and organise specific tasks	E
Think creatively	E
Listen to, and understand the view of others	E
Communicate effectively, orally and in writing, to a range of audiences	E
Contribute to meetings where appropriate	E
Maintain good communication systems with the Head, Senior Leadership Team, other staff, Governors and parents	E
Willingness to undertake relevant training including Paediatric First Aid	E