

**Job Title:** Nursery Nurse

**Reporting to:** Early Years Leader

**Grade:** 8

### **Overall Purpose of the Post:**

To be a member of a multi-disciplinary Foundation Stage team, working together under the direction of the Class Teacher.

To provide a high quality education and care for children in the academy in partnership with their parents and carers.

### **Main Duties and Responsibilities:**

- 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 academy, the local community and the Trust;
- 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 academy's policies, Foundation Stage and Ofsted regulations;
- Be responsible for elements of record keeping and planning;
- Take small groups of children out of school to develop their interests in their local environments;
- Deputise for the classroom teacher in the event of absence;
- Provide a model of best practice in Early Years education for visiting professionals from within and beyond the Trust;
- Support children with a variety of special educational needs within the classroom environment, contributing to IEP's as appropriate (staff may be required to carry out basic medical procedures, for which training would be given);

- Support children with special educational needs by contributing to reviews and case conferences, working in co-operation with other agencies;
- To plan and evaluate daily, weekly and each term to meet the needs and interests of children, including those with specific educational needs;
- 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;
- Implement the Trust's equal opportunities policy fully and to work actively to overcome discrimination and stereotyping. Provide an environment that allows for the consideration of the children's ethnic, cultural, linguistic backgrounds and gender;
- Administer first aid and comfort ill children appropriately;
- 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;
- 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 academy activities, maintaining confidentiality at all times;
- 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;

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the academy.