

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)

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