

## Job Description Senior Nursery Nurse

<b>Reports to</b>	<b>Reception Middle Leader</b>
<b>Job Grade</b>	Scale 6
<b>Hours</b>	36 hours
<b>Job Purpose</b>	<p>To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>Monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development as agreed with the teacher.</p> <p>Planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes. Delivering learning activities for whole classes in order to cover class teacher's PPA time.</p> <p>Responsible for the line management and development of the Nursery Nurse and Learning Support Assistant team across EYFS.</p>
<b>Line Management</b>	Management of the nursery nurses and LSAs, including allocation and monitoring of work, appraisal (including performance management) and training.
<b>Key Responsibilities:</b>	
<b>Support for Pupils</b>	<ul style="list-style-type: none"> <li>a) Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning</li> <li>b) Supervise pupils while carrying out pre-prepared work while covering class teachers' PPA time and work that has been set in accordance with school policy.</li> <li>c) Establish productive working relationships with pupils, acting as a role model and setting high expectations</li> <li>d) Develop and implement support plans alongside class teachers.</li> <li>e) Promote the inclusion and acceptance of all pupils within the classroom.</li> <li>f) Support pupils consistently while recognising and responding to their individual needs.</li> <li>g) Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.</li> <li>h) Promote independence and employ strategies to recognise and reward achievement of self-reliance.</li> <li>i) Provide feedback to pupils in relation to progress and achievement.</li> <li>j) Promote and safeguard the welfare of children and young people within the school. Follow local Child Protection procedures by acting on any safeguarding issues and immediately informing the DSL.</li> <li>k) Care for the general welfare of the children. (This will include intimate care, depending on the needs of the cohort.)</li> </ul>

<p><b>Support for Teachers</b></p>	<ul style="list-style-type: none"> <li>a) Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate</li> <li>b) Organise and manage appropriate learning environments and resources in both nursery and reception indoor and outdoor settings.</li> <li>c) Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against the EYFS Framework.</li> <li>d) Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.</li> <li>e) Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.</li> <li>f) Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.</li> <li>g) Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.</li> <li>h) Mark and assess both teacher and child-initiated work in accordance with school policy.</li> <li>i) Produce lesson plans, and appropriate learning resources, as agreed with the teacher.</li> <li>j) Provide clerical support to the class teachers where needed.</li> </ul>
<p><b>Line Management Responsibilities</b></p>	<ul style="list-style-type: none"> <li>a) Manage LSAs in the EYFS by: <ul style="list-style-type: none"> <li>i. Allocation and monitoring of work;</li> <li>ii. Appraisal (including performance management); and</li> <li>iii. Training staff where appropriate.</li> </ul> </li> </ul>
<p><b>Support for the Curriculum</b></p>	<ul style="list-style-type: none"> <li>a) Promote and monitor the progress of all children in accordance with the Development Matters document in relation to the different areas of learning.</li> <li>b) Plan and deliver local and national learning strategies (for example Read, Write Inc Phonics) and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.</li> <li>c) Support the use of ICT in learning activities and develop pupils' competence and independence in its use.</li> <li>d) Determine the need for, prepare and maintain general and specialist equipment and resources.</li> </ul>
<p><b>Support for the School</b></p>	<ul style="list-style-type: none"> <li>a) Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop</li> <li>b) Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.</li> <li>c) Attend and participate in regular staff meetings.</li> <li>d) Participate in training and other learning activities as required</li> <li>e) Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>f) Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li> <li>g) Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.</li> <li>h) Undertake planned supervision of pupils' in out of school hours learning activities.</li> </ul>

<p><b>General Duties Relevant to All Members of Staff</b></p>	<ul style="list-style-type: none"> <li>a) Be familiar with and support the Trust's Vision, Values and Goals;</li> <li>b) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>c) Embrace and celebrate diversity, ensuring equal opportunities for all;</li> <li>d) Contribute to the overall aims of the Trust;</li> <li>e) Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students; and</li> <li>f) Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.</li> </ul>
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the school. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;</li> <li>• The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and</li> <li>• Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	