



JOB DESCRIPTION – THE GROVE NURSERY NURSE

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| Reporting to | Inclusion and Leadership Team |
| Grade/ Salary | Scale 5 (new) points 12-15 |
| Notice period | 1 month |
| Hours | 08:15am-3:15pm, 5 days a week + 5 Inset days (30 minute break) |
| Date | Autumn 2026 |

Job Purpose

To provide expertise and support for pupils in The Grove (SEND Provision) with the support from the class teacher/Inclusion Lead/Team. To secure accurate assessments of the children's SEND needs in line with their EHCP. To encourage pupils to become independent learners by ensuring their safety and welfare through the support and inclusion of pupils in all aspects of Ruislip Gardens Primary School.

1. To work as part of a team of early years educators delivering the highest quality of care and education
2. To use expertise of a skilled nursery nurse to plan and implement agreed work programmes with individuals/groups, in or out of the classroom.
3. To support the policies, ethos and vision of the school by complying with all the school policies and procedures, including Equal Opportunities, Health and Safety, Child Protection and Behaviour.
4. To contribute to leadership and management of The Grove (SEND Provision) by making decisions and recommendations about practice, routines, and organisation of space, to maximise learning opportunities of all children.
5. To contribute to the aims and objectives by actively promoting high levels of achievement in The Grove (SEND Provision).
6. To support the implementation of areas for improvement with regards to early years provision.
7. To evaluate the effectiveness of the provision in The Grove (SRP) in close collaboration with the class teacher / Inclusion Lead / Team.
8. To develop and maintain professional links with parents, colleagues, carers and other agencies working with the school, the local community and the Local Authority.

Activity planning and development

- 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 support pupils in accessing the full EYFS, National Curriculum, and Essential for Living Curriculum, while promoting independent learning, self-reliance, and interdependence both inside and outside the classroom.



- To support individual children and groups, under the direction of the class teacher/Inclusion Lead / team, introducing activities and using a range of strategies to support all children in their learning.
- To provide care regarding the physical and mental welfare of pupils including self-care and other personal needs of children and implement related personal programmes.
- To work in partnership with the rest of The Grove (SEND Provision) to monitor individual and group records using Tapestry and other forms of formative and summative assessment identifying success and areas for improvement.
- To share and model outstanding practice.

Leadership and management

- Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at an Appraisal Review
- Liaise with and maintain effective working relationships with all colleagues, parents, and other professionals as part of working in The Grove (SEND Provision)
- Lead on an area within The Grove (SEND Provision) dependent on interest/ skills and School Development Plan needs.
- Share responsibility for supporting children and parents during the periods of settling in and transition.
- Use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/Inclusion Lead /team.
- Support and guide all team members in the organisation of the learning environment, including the production, maintenance, and storage of resources.
- Support with the preparation for Ofsted inspections and work towards The Grove (SEND Provision) inspection goals.
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are always observed and never compromised.
- Understand meeting the individual needs of children from differing backgrounds and of differing abilities.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.

Personal responsibilities relevant to all Nursery Nurses

- Undertake training during contracted hours, as identified with your line manager at an Appraisal Review.
- Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
- To undertake all care tasks related to children's health and physical wellbeing in accordance with guidance and procedures (including the assistance with the maintenance of hygiene and cleanliness on site, change children as and when required in line with our Intimate Care Policy)
- To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children and implement related personal programmes in accordance with guidance and procedures.
- Be aware of specific learning and physical needs of the pupils you support.
- To accompany children and teachers on educational visits and trips during contracted hours
- To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
- To support the teacher in managing children's behaviour, reporting conflict and incidents in accordance with school's policies and procedures.
- Respect the confidentiality of pupil information, respond sensitively to pupils' needs in and outside the workplace.
- Actively ensure safeguarding protocol and procedures and the importance of taking appropriate action;



- Carry out any other reasonable tasks/duties as required, in accordance with the needs of Ruislip Gardens Primary School.

Communication

- To develop and maintain professional links with parents, colleagues, carers and other agencies working with the school, the Local Authority and support services.
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in The Grove.
- Maintain positive relationships with parents and communicate any areas of concern or significant progress.
- To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
- Liaise with other colleagues to aid the smooth transition of all children from The Grove to new settings.
- Understand how to appropriately communicate with all children in The Grove
- Meet regularly with the class teacher/Inclusion Lead/ team, during contracted hours to discuss children's progress and to plan and review support.
- To attend meetings during contracted hours to discuss children's progress with parents and other professionals as well as The Grove team meetings.

Confidentiality

During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to the work of RGS or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of Ruislip Gardens Primary School to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. A satisfactory DBS check is required for this post.



| Personal Specification | | |
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| | Essential | Desirable |
| Qualifications and training | <ul style="list-style-type: none"> • Educated to A-level or above, including a minimum of GCSE (or equivalent) grade C in maths and English. • Early Years Foundation Stage (EYFS) assessment, observation, planning and training. • Full and relevant minimum level 3 qualification • Relevant safeguarding/child protection training undertaken and a willingness to update training regularly. | <ul style="list-style-type: none"> • Paediatric First aid training. |
| Experience | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> • At least two years of classroom experience, in an EYFS / SRP environment. • Experience of monitoring and recording a child's development. • Experience working alongside a senior leadership team to develop the quality of the curriculum and learning activities. | <ul style="list-style-type: none"> • Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties. |
| Knowledge and skills | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Previous experience of caring for, or working with school aged children in a voluntary or paid capacity • Understands the Early Years Foundation Stage Curriculum and Early Learning Goals • A commitment to the provision of high-quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Interest in the care, learning and development of young children | <ul style="list-style-type: none"> • Desire to gain QTS. • Experience of supporting children with complex special needs. • Experience of outdoor learning activities and training |
| Personal qualities | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A current enhanced DBS and barred list check. • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors, and parents/carers • Patience • Empathy with children, colleagues and parents/carers • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children • A good sense of humour | |



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| | <ul style="list-style-type: none">• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent’s Evening• Able to work in small teams | |
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