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| Job Description |

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| Job Title: | Nursery Nurse - Level 1 |
| Grade: | Band 1 Level I |
| **Department:** | Children and Community Services |
| **Section:** | Edward Wilson Primary School |
| **Responsible to:** | Deputy Headteacher for Inclusion |
| **Responsible for:** | None |

*Purpose of Job*

1. will be a member of a multi-disciplinary team, under the leadership and supervision of the EYFS leader and Assistant Headteacher for Inclusion:
2. to work as part of the nursery team in order to provide a broad and balanced curriculum that meets the needs of all learners. will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

*Main Responsibilities*

**TASKS**

SUPPORT FOR PUPILS

* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Promote the learning and development of pupils aged 3-5 by working as part of a team of practitioners.
* Establish constructive relationships with pupils and interact with them according to individual needs
* assist in planning, organising, resourcing and evaluating the learning within the nursery environment
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

* Create and maintain a purposeful, orderly and supportive environment
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
* Assist with the planning of learning activities
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed
* Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc.
* promote parent's involvement in their child's learning and development
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Establish constructive and supportive relationships with parents/carers and pupils
* Administer routine tests and invigilate exams and undertake routine marking of pupils’ work
* Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Undertake learning activities based on the seven areas of learning, recording achievement and progress and feeding back to the teacher
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
* Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
* Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School.

**EQUALITIES**

###### Ensure implementation and promotion in employment and service delivery of the Council’s equal opportunities policies and statutory responsibilities.

###### **CHILDREN’S STANDARD**

###### To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".