

Job Description

Job Title:	Nursery Nurse
Location:	Trinity Primary Academy
Hours of work:	32.5
Reports to:	Early Years Leader

Purpose of the Role:

To enable children to achieve to the best of their ability through high quality teaching, learning and curriculum provision.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Whole School

- Promote the aims of the school and implement all whole school policies proactively.
- To show commitment to the school's equal opportunities policy and be proactive in its implementation.
- Build team commitment with colleagues both in the classroom (with LSAs) and outside the classroom (e.g. curriculum teams, phase group).
- Work positively with a wide range of cultural, ethnic and social groups.
- To actively promote and safeguard the welfare of pupils.
- To accept joint responsibility with colleagues for the school environment, especially public areas.
- To attend and contribute to staff meetings.
- To be familiar with school policies and help ensure their implementation.
- To be aware of government initiatives and contribute to their implementation.

Main duties

- To be a member of a team contributing to the planning, preparation, delivery and evaluation of learning experiences that will enhance children's physical, intellectual, linguistic, emotional, social and moral development.
- To contribute to the provision and maintenance of a healthy, safe and stimulating environment. To develop and maintain professional links with parents, other agencies working with schools, the local community and AET.
- To deliver learning activities to the whole class within an agreed system of supervision, adjusting activities according to pupil responses/needs during planned teacher absence i.e. PPA cover.
- Take responsibility for developing close professional relationships with an identified group of children and their parents to support children's emotional well being and learning.

Pupils

- To take charge of a class of children as required and to have responsibility for dismissing children at the end of the day.
- To fulfil the responsibilities of a key person. These include building a close relationship with a group of key children and their parents/carers, supporting these children's learning needs and developing special books.

- To make observations and assessments of children's play, progress and behaviour, creating and maintaining Special Books and contributing to Early Years Foundation Stage Profiles (EYFSP) using Information Technology as appropriate and use these to contribute to planning and record keeping with the staff of the class or unit.
- To foster children's language development, and where appropriate, encourage and support the use of home languages
- To take responsibility for working with groups of children on planned learning experiences across all six areas of learning including preparing, setting up, managing, and clearing up materials and equipment, in both indoor and outdoor learning areas.
- To foster children's independence, self reliance and confidence
- To support children to develop personal care skills including toileting, feeding, and washing.
- To take small groups of children out of school to develop their interests in their local environment and to support teachers on organised school trips.
- To support children with a variety of Special Education Needs (SEN) within the classroom environment.
- To undertake to clean and change any child in the Early Years Foundation Stage with Special Educational Needs as part of the daily routine of that child or any other children of the Foundation Stage as the need arises.
- To attend Special Needs review meetings and contribute to any discussions regarding the progress of children in your care. To ensure that children with special needs are fully integrated into the class and to ensure that the requirements of the Disability Discrimination Act and the school's inclusion policy are implemented.
- To be aware of any particular health problems of a child and with the knowledge of a class teacher and following appropriate training, and if willing, to give necessary regular treatment of medication with the written consent of parent or carer.
- Support new children admitted into school liaising with local schools or Early Years settings the class teacher.
- To render basic first aid within the EYFS as appropriate, although the school has a School Nurse.

Parents

- To maintain effective and professional relationships with parents, meeting with them as appropriate (including formal parents meetings) to share information and to develop home/school links by encouraging and promoting parental involvement in a range of school activities maintaining confidentiality at all times.

Additional

- To maintain effective, professional relationships with colleagues, e.g. Support Teacher, Physiotherapists, Speech Therapists, and Psychologists and to carry out programmes recommended by professional staff.
- To implement the Academy's equal opportunities policy fully, and to work actively to overcome discrimination and stereotype.
- To be aware of Child Protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated Child Protection Officer.
- Sharing in making decisions and recommendations about practice and organisation of space to maximise the achievement of all children.
- To contribute to the selection, making and maintenance of resources.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Nursery Nurse

General heading	
Qualifications / training	<ul style="list-style-type: none"> ● 2 years post qualifying experience in a day care setting (desirable) ● Experience of working with children aged 2-5 years ● Knowledge of Record Keeping and Key Worker Systems ● Level 3 Early Years Education and Childcare qualification ● NVQ and/or NNEB ● Other acceptable qualifications as stated by the Childcare Workforce Development Council (www.cwdcouncil.org.uk) ● Paediatric First Aid (Desirable)
Knowledge / skills	<ul style="list-style-type: none"> ● Knowledge Of Health and Safety, Risk Assessments ● Knowledge of Early Years Foundation Stage Profile Handbook ● Some knowledge of OFSTED requirements ● Be able to work as part of a professional Childcare team ● Have an understanding of equal Opportunities ● Ability to communicate confidently with a wide range of people ● Good organisational skills ● To be able to feed back information in the form of written reports ● Demonstrate creative ability ● To be able to understand and meet the needs of individual children and families ● Encourage children to respect others ● Have a professional approach ● A clear understanding of the importance of confidentiality ● Understand the need to provide a stimulating, caring and consistent environment for young children ● An understanding of children's needs and behaviour ● The ability to set appropriate limits for children ● To help children respect people of different race, ability, gender, religion and culture ● Willing to develop imaginative ideas ● To be flexible with regard to working hours ● To be motivated and able to motivate children and staff ● To engender trust in the children and colleagues ● The ability to form caring and trusting relationships with the children and their families ● The ability to behave consistently in a caring and relaxed manner with the children
Special Requirements	<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people