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**Job Description**

**Job title:** Nursery Nurse

**Line manager:** Head of Early Years

**Contract Type:** Full Time (8.00am–4.30pm Mon-Fri)

**Contract Term:** Permanent

**Salary:** Dependent on experience

To work under the guidance of the class teacher in the planning and implementation of the early years foundation stage (EYFS) and other national strategies to promote effective teaching and learning. To provide support in the management and organisation of the pupils and the classroom. To assist in creating and maintaining a purposeful, orderly and supportive learning environment. To promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

**Principle Accountabilities**

* Actively support teaching and learning through appropriate play-based activities and resources responding to individual needs and developmental stages.
* Support safe, high quality education and care for all children.
* Contribute to the provision of a stimulating and challenging learning environment, actively engaging with children to support their learning through play.
* Organise and maintain the learning environment, inside and outside, to support quality teaching and learning and motivate young children.
* Work with individual and small groups of children in activities planned together with the class teacher, establishing supportive and warm relationships.
* Act as a positive role model to the children, parents and staff, demonstrating high professional standards.
* Model a high standard of spoken and written English.
* Develop and maintain respectful relationships with parents.
* Work as part of a team and in partnership with other professionals to promote the well-being of all children.
* Ensure that equipment is safe, standards of hygiene are high and safeguarding procedures are implemented at all times.
* Promote an inclusive environment where diversity is valued and a wide range of abilities and ethnic, cultural and linguistic backgrounds are provided for.
* Contribute ideas to the planning, implementation and evaluation of activities, reporting back to the class teacher and other team members as required.
* Observe and record children’s development, providing the class teacher with evidence to support assessment and planning for each child.
* Support the implementation of children’s ‘next steps’ and monitor progress, including targets identified in Individual Support Plans and Education Health & Care Plans.
* Be proactive in supporting the children’s health, emotional well-being and awareness of personal safety.
* Manage behaviour using positive language and inclusive strategies in line with school policy and in partnership with parents.
* Attend staff meetings and training days to contribute to personal, team and whole school development.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* Be aware of the high profile of the school and uphold its vision, ethos and standards at all times.
* Consistently demonstrate high standards of personal and professional behaviour in the workplace and ensure that behaviour outside the workplace does not compromise the reputation of the school in any way.

**Universal Accountabilities**

* Be fully aware of the school’s safeguarding policy and procedures and alert to signs that a child might be at risk.
* Always ensure your approach is consistent with the school behaviour policy.
* Actively promote school policies for equality and inclusion.
* Understand and interpret all other policies to ensure that these are followed effectively.
* Demonstrate an understanding of confidentiality and clear professional boundaries when working with parents, staff and other agencies.
* Manage own workload and plan time effectively.
* Take responsibility for own professional development, engaging in reflective practice and keeping up to date with local and national initiatives in the Early Years.
* Actively engage in the appraisal process.
* Use ICT to support processes appropriate to the role.
* Undertake other reasonable duties as delegated by the Headteacher/Head of Early Years.