

## **St Michael's CE Primary School**

### **JOB DESCRIPTION**

**Job Title: NURSERY NURSE**

**Grade: Scale 5N**

**Scale points: 13-15 (NJC2019)**

**Reports to: Class Teacher, Headteacher**

#### **Job Summary**

To be a member of a professional team led by the class teacher to provide quality care and education which fosters children's all-round development within the framework of the Early Years Foundation Stage.

To promote the ethos of the school.

To share responsibility for identifying personal professional development needs and to undertake appropriate training according to the priorities of the school as identified in the School Improvement Plan.

#### **Principal Accountabilities**

To share the team's responsibility for:

meeting together to plan and evaluate appropriate learning experiences that will promote the physical, social, emotional, cultural, spiritual, moral and cognitive development of each individual child.

Observing children's play and interactions and contributing to their written records according to the policy of the school.

Facilitating and enabling children's development, both inside and outside, through appropriate levels of support and interaction.

#### **Main Activities and Responsibilities:**

Plan, prepare and set out in an appropriate way the activities to be undertaken either by individual children or by groups of children, in order to deliver the E.L.G.'s.

Facilitate, enable and encourage children to:

- make meaningful choices
- develop their concentration
- engage in dialogue both with adults and with their peers
- be aware of, and thoughtful of their needs
- encourage and support the use of heritage languages
- engage in exploration, discovery and problem-solving
- develop a sense of awe and wonder
- develop competence and creativity
- develop self-esteem and confidence
- build on, develop and consolidate these skills through continued practice and learning

Foster children's independence, perseverance and self-reliance

Make written observations of children's play, progress and behaviour, evaluating them and contributing to target setting for individual children.

Share in planning and delivering activities appropriately to fulfil children's IEP.

Support children with a variety of Special Educational Needs, contributing to IEPs as appropriate.

Be aware of child protection issues, identifying and monitoring cases of suspected child abuse and reporting concerns to the designated teacher.

Support new children admitted into school and liaise with other local early years settings to facilitate smooth transition.

Take small groups of children out of school to develop their communication skills and interest in the local environment.

Participate in school outings taking responsibility for small groups of children.

**To contribute to the preparation and maintenance of a healthy, clean, stimulating, safe and aesthetically pleasing learning environment:**

- Monitor and maintain on a daily basis the safety and cleanliness of the classroom environment both indoors and outdoors.
- Support the children in learning to take care of resources and equipment and to help them take responsibility for putting them away tidily in the right place.
- Share responsibility for the selection, making and maintenance of resources.
- Share responsibility for the presentation of children's work and for the compilation of interest areas and displays.
- Administer First Aid as appropriate and record actions in accordance with school policy.
- Share in making decisions and recommendations about routines, procedures and organisation of space to maximise the achievement of all children.
- Assist with housekeeping i.e. shopping for class and school.

**To foster and maintain productive professional links with parents and carers; to liaise with other agencies working within school, LA and the local community as agreed with the class or head teacher:**

- establish and develop a good relationship with parents and carers, encouraging dialogue, co-operation and partnership.
- provide a listening ear, while maintaining confidentiality, for parents, carers and children.
- provide a parental model for the child in the absence of the parent or carer.
- share with the parents or carers information about the child, while recognising the legal and moral rights of the parents or carers.
- develop home-school links by encouraging and promoting parental involvement in a range of school activities.
- make home visits according to the policy of the school.
- exchange appropriate information with colleagues from other agencies, participating in sessions and visits and contributing to assessments.
- attend and participate in case conferences and reviews including open day/evening meetings with parents to discuss their child's progress, as required by the head teacher.

**To contribute to the overall policies and ethos of the school within the context of LA policies and guidelines:**

- maintain professional relationships with colleagues, and work effectively as a member of a multi-disciplinary team.
- actively help develop whole-school policies, and ensure their implementation.
- attend and contribute to staff meetings.
- maintain good order and discipline amongst pupils in accordance with the school's Behaviour Management Policy while on the premises, or when engaged in school activities elsewhere.
- implement the School's Equal Opportunities policy fully, and actively work to challenge disadvantage and to overcome discrimination and stereotype.

**To show commitment for Professional Development for Self and Others:**

- take part in the school’s procedures for self-evaluation and programme for professional development.
- participate in training courses as appropriate for personal or whole-school development.
- keep up-to-date with current child-care and educational issues.
- participate in the training of other staff and NVQ students.

**PERSON SPECIFICATION**

EXPERIENCE	➤ Working with or caring for children of relevant age
QUALIFICATIONS/ TRAINING (Essential Requirements)	<ul style="list-style-type: none"> <li>➤ NNEB or equivalent Level 3 qualifications</li> <li>➤ Good numeracy/literacy skills</li> <li>➤ Training in the Early Years Foundation Stage curriculum</li> <li>➤ First aid training/training in specific medical procedures as appropriate</li> </ul>
KNOWLEDGE/ SKILLS (Essential Requirements)	<ul style="list-style-type: none"> <li>➤ Effective use of ICT to support learning</li> <li>➤ Use of other equipment technology - video, photocopier</li> <li>➤ Knowledge of relevant polices/codes of practice and awareness of relevant legislation.</li> <li>➤ General understanding of Early Years Foundation Stage curriculum, national curriculum and other basic learning programmes.</li> <li>➤ Understanding of child development and learning</li> <li>➤ Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults.</li> <li>➤ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>

*St. Michael’s C.E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service check, references and other pre-employment checks.*

Date of issue	.....
Signature of Post holder	.....
Signature of Head Teacher	.....