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|  | **Oaklands** School  **Together Everybody Achieves More**  **Job Description** |  |
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**POST TITLE:** NURSERY OFFICER

**RESPONSIBLE TO:** CLASS TEACHER│ASSISTANT HEAD & DEPUTY HEAD │ HEADTEACHER

**SCALE:** D1

1. **Key Role**
   1. To support teaching staff with all the general duties of teaching, especially for children with additional educational needs and those who catch up, so that children achieve their learning goals and targets and demonstrate school readiness
   2. To provide pastoral support to pupils so that emotional barriers to learning are reduced and they develop spiritually, morally, socially and culturally
2. **Specific Duties and Responsibilities in Support for Pupils**
   1. Ensure that appropriate standards of safety, security and hygiene are maintained at all times, and adhere to Ofsted and National Standards
   2. Through a ‘key worker’ scheme take a special interest in a specified number of children. Where appropriate, seek advice from the teacher / Nursery Leader / Assistant Head Teacher about the needs of specific children
   3. Maintain a clear understanding of the Trust’s procedures concerning child protection and carry them out diligently
   4. Act in accordance with the race, gender and disability discrimination scheme and equal opportunities
   5. Support children, including those with medical or care requriments, to ensure that their needs are met.
3. **Specific Duties and Responsibilities in Support for Teaching**
   1. Observe each child’s progress - report on achievement and progress and suggest next steps
   2. Contribute to, and follow a programme of activities / plans prepared by the teacher, following the guidelines set out in the Foundation Stage Curriculum
   3. Supervise meals and refreshments as appropriate
   4. Ensure, on a day-to-day basis, that the rooms are clean and kept tidy in accordance with the school policies and procedures
4. **Specific Duties and Responsibilities in Support for the Curriculum**
   1. Assist with the day-to-day running of the nursery
5. **Specific Duties and Responsibilities in Supporting for the School**
   1. Attend parent meetings and be involved in fundraising events and assist with the promotion of the nursery as required.