

Nursery Nurse Job Description



Post: Nursery Nurse

Salary: Kent Range 3 Plus SEN

Accountability: Line-managed by the Nursery Manager and accountable to the Headteacher.

Provide Support for Learning Activities

- To support learning activities for nursery pupils - individual or groups.
- To promote and support age-appropriate play for pupils.
- To lead activities under the direction of the Nursery Manager/Deputy Manager or supporting the Nursery Manager/Deputy Manager in the delivery of lessons.
- To support with preparation of the learning environment and to prepare resources needed for lessons.
- To be aware of the individual learning goals for each pupil.
- To support the delivery of literacy and numeracy activities to individuals, small groups and whole groups of pupils, providing accurate support and feedback to pupils.
- To be able to prepare commonly used ICT for use in lessons.
- To support the delivery of activities including ICT to individuals, small and whole groups of pupils.
- To be aware of, and be able to use, hardware and software commonly used in the school.
- To supervise playtimes taking an active role in the organisation of play, leisure and recreational activities.

Keeping Children Safe

- To be aware of and follow plans, risk assessments and record keeping pertaining to individual pupils, including care plans, health care plans, feeding plans, moving and handling plans and behaviour management plans.
- To be aware of and follow school procedures and recording pertaining to pupil safety, including for illness, accidents and incidents.
- To respect the confidential nature of information gained either verbally or in writing, following the school's Confidentiality Policy.
- To promote positive behaviour in line with the school's Behaviour Policy.
- To follow Health Care plans for individual pupils and complete medication records according to agreed procedures.

Safeguarding

- To be aware of, and adhere to, the school's safeguarding procedures.
- report any concerns regarding the welfare of children within the nursery to the school's Designated Safeguarding Lead in accordance with school and statutory policy requirements.
- work to school and nursery policies related to Keeping Children Safe in Education, Working Together to Safeguard Children, Safeguarding and Child Protection.

Specific Support for Pupils

- Support individuals during therapy sessions.
- Contribute to supporting bilingual/multilingual pupils
- To implement individual pupil behaviour management programmes.
- To attend to pupils' personal care needs.
- To assist with the organisation of refreshments and mealtimes, feeding individual pupils where necessary including by gastric tube after receiving the necessary training.

Health and Safety

- Take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Co-operate with their employer on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety or that of others.

Note – All staff have a duty to report all health and safety concerns to the Headteacher or their line manager.

Assessment/Record Keeping

- To follow agreed evaluation and recording procedures for learning activities.
- To observe pupils, sharing observational findings, contributing to the implementation of activities to support development and contributing to planning to meet pupils' needs.
- Contributing to the statutory assessment process for pupils at the nursery.
- To contribute towards record-keeping particularly in respect of pupil learning, behaviour management, child protection and any other specific programme set up for individual pupils.
- Maintain records for pupils. Keeping a clear and manageable system in order for records to be easily retrieved.
- Observe and report on pupil performance in accordance with agreed nursery procedures.
- Support the development profiles of children and the management of the Tapestry Learning Journals. To lead by example ensuring that other nursery staff assess pupils appropriately.

Positive Relationships

- To interact with and respond positively and professionally, to pupils and adults, including colleagues, other professionals and parents/ carers.
- Maintain positive relationships, and good communication, with parents/carers and, in consultation with the Nursery manager/Deputy Manager, external agencies.

- Be committed to working in partnership with parents and carers. To ensure the nursery provides a welcoming and family friendly environment.

Effective Support for Colleagues

- Fully engage in the school's coaching to appraisal system, ensuring regular attendance at meetings with an assigned coach.
- Attend regular individual and group supervision sessions as detailed in the EYFS Framework.
- To work effectively as a team member, being aware of and providing support to colleagues when needed.

To Take Part in School Staff Development Procedures

- To take part in the school's Performance Management programme and work towards specific pupil progress and professional development targets.
- Take advantage of staff development opportunities linked to both school and personal development needs.
- To take part in the staff induction programme when first appointed to the school.
- To take part in staff development days, team meetings, departmental meetings, whole staff meetings and other occasional meetings held during normal working hours.

Additional Responsibilities

- Nursery Nurses may be required to undertake off-site visits to see pupils in their home or to observe/support mainstream nursery placements.
- Ensure good communication with main school colleagues in order to ensure a smooth for nursery children transferring to Year R within the main school.
- As well as supporting pupils in First Leap Nursery, Nursery Nurses may be required to work in the main school or supporting either of the school's Inclusion Classes, including supporting Foreland Field's School pupils in mainstream lessons.
- To support students and volunteers who may work within the nursery from time to time.
- The Nursery Nurses may be required to support pupils at home for part of the week when they are unable to attend school.

Nursery Nurses will also be expected to undertake any other reasonable tasks or duties assigned by the Headteacher.

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