



## **KENT COUNTY COUNCIL – Queenborough School & Nursery**

**Job Title: Nursery Nurse:** Qualified Level III

**Reports to:** Nursery Teacher

**Date:** September 2018

**Disclosure level:** Enhanced

**Current Grade:** KR3 (indicative)

### **1. PURPOSE OF JOB**

To work with the whole staff team to provide a safe, caring and stimulating environment for children. To work with and support colleagues to enhance children's education and social development with special attention being paid to fostering positive behaviour.

### **2. DIMENSIONS**

Subordinates: None

Budget: None

No. of Children: up to 45 in Nursery but the number in individual's case load is dependent on level of experience and qualification

### **3. PRINCIPAL ACCOUNTABILITIES**

- Undertake day to day nursery duties to ensure high standards of care and education are maintained.
- Adhere to the Nursery's policies and procedures to ensure that high standards are maintained within the Nursery.
- Establish professional relationships with parents / carers of the children to ensure they are engaged in the child's education and development.
- Contribute to partnership working with Nursery staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development whilst being aware of families' ethnic, cultural and linguistic development.
- Support the work of the Nursery Teacher in providing a suitable curriculum that enables children to achieve their early learning goals.

- With other staff, contribute to the planning, observation and assessment procedures to ensure children's progress is satisfactory.
- Maintain a recording system for individual children, which enables effective storage and retrieval of information which can be shared with parents and other professionals and agencies, being aware of the confidentiality of the information contained therein.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to the Teacher to ensure children's wellbeing.
- To be flexible within working practices of the setting. Be prepared to help where needed including to undertake domestic jobs with the setting, e.g preparation of snack meals, cleansing of equipment etc.
- To ensure that mealtimes are a time of pleasant social sharing.

#### **4. NECESSARY EXPERIENCE**

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills.
- Minimum of NVQ Level 3 qualification or equivalent in Early Years and Childcare Development.
- Previous experience (1-2 years) of working with children.
- Use basic technology (computer, video, photocopier).
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

#### **5. SCOPE FOR IMPACT**

Nursery staff make a strong contribution to children's learning and achievement and provide important support to the Teacher.

The post holder will share the responsibility for creating a stimulating environment (E.g. by setting up displays and activity corners) to enhance the children's social, education and development.

Nursery Nurses will be expected to undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development and keep up to date with National Standards in order to ensure that all children in the Nursery are cared for appropriately.

#### **6. JOB CONTEXT**

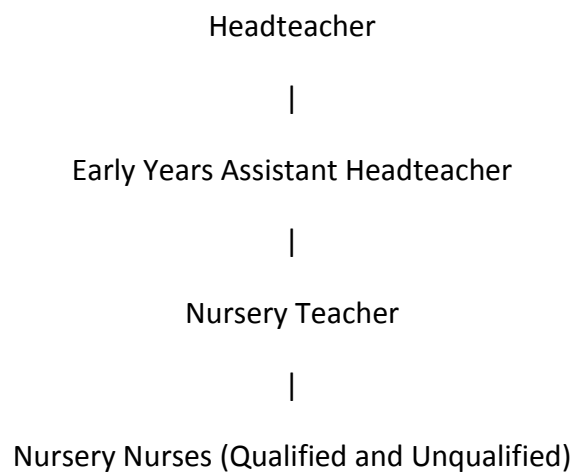
Nursery Nurses will be expected to work effectively with individual children and/or small groups under the direction and supervision of the Teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and behaviour

management. Nursery Nurses would also be expected to work as part of the nursery team and contribute to plans to ensure the nursery meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the Nursery Teacher.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate children and provide feedback to other professionals and parents as required.

## **7. ORGANISATION (Not Line Management responsibilities)**



## **8. CHANGE STATEMENT**

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Nursery Nurses is one of these.

## Nursery Nurse - Person Specification:

Essential	Desirable
<b>Skills, aptitude, knowledge and experience</b> <ul style="list-style-type: none"> <li>• Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity</li> <li>• An understanding of the Early Learning Goals</li> <li>• Knowledge of the National Standards for the regulation of Childcare provision</li> <li>• A commitment to the provision of high quality childcare</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the care, learning and development of young children</li> <li>• An understanding of the Foundation Stage curriculum</li> </ul>
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills</li> <li>• Punctuality</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers/carers.</li> <li>• Patience</li> <li>• Empathy with children, colleagues and parents/carers/carers</li> <li>• Reliability and trustworthiness</li> <li>• A positive approach to inclusive practice, with children and colleagues</li> <li>• Enthusiasm for working with young children</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening</li> <li>• Able to work in small teams</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children &amp; Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development – or be working towards completion</li> <li>• A positive approach to gaining further qualifications</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Safeguarding Awareness course (Group 2)</li> <li>• Health &amp; Safety certificate</li> <li>• Paediatric First Aid certificate</li> <li>• Completion of other relevant courses</li> </ul>

This post requires a CRB check as there may be periods of unsupervised access to children. An Enhanced CRB and satisfactory references would be obtained prior to commencement of employment.