

Nursery Nurse

The Park Federation Academy Trust

Job Description

Reporting to	Nursery Manager
Grade	Scale 5

Job Purpose

To provide support for some of our youngest pupils in the EYFS, the teacher and the school in order to raise standards of achievement for all pupils in the EYFS, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

1. To work as part of a team of early years educators delivering the highest quality of care and education
2. To contribute to the provision and maintenance of a healthy, stimulating, safe, enabling and aesthetically pleasing learning environment
3. To develop and maintain professional links with parents, colleagues, carers and other agencies working with the school, the local community and the Local Authority.
4. To contribute and plan for the preparation, delivery and evaluation of learning experiences, that will enhance children's physical, intellectual, emotional, social and moral development.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

1. To support individual children and groups, under the direction of the class teacher/Reception team leader introducing activities and using a range of strategies to support all children in their learning.
2. To help pupils to access the full EYFS curriculum, at the same time promoting independent learning both inside and outside as well self-reliance and interdependence.
3. To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
4. To help to maintain individual and group records using Evidence Me and other forms of formative and summative assessment and recording.
5. To contribute to the planning and evaluation of learning activities for individuals and groups.
6. To liaise with and maintain effective working relationships with colleagues and parents and other professionals.
7. To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside.
8. To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children and implement related personal programmes.

9. To lead on an area within the EYFS dependent on skills/interest and need.
10. To be responsible for planning an area or areas alongside teachers.
11. To share responsibility for supporting children and parents during the periods of settling in and transition.
12. To actively promote and support the safeguarding of children and young people in the workplace, ensuring policies and procedures are observed at all times.
13. To cover classes in the short term absence of the teacher.

JOB ACTIVITIES RELEVANT TO ALL EYFS STAFF

1. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/Year team leader/EY Vice Principal.
2. To support the organisation of the learning environment, including the production, maintenance and storage of resources.
3. Meet regularly with the class teacher/Year team leader/EY Vice Principal during contracted hours to discuss children's progress and to plan and review support.
4. To attend meetings during contracted hours to discuss children's progress with parents and other professionals as well as EYFS team meetings.
5. To contribute to discussions on making decisions and recommendations about practice, routines and organisation of space, to maximise learning opportunities of all children.
6. To actively support the school's vision, values and ethos.
7. To be familiar with, actively support and comply with all the school policies and procedures, Including Equal Opportunities, Health and Safety, Child Protection and Behaviour.
7. To undertake all care tasks related to children's physical welfare in accordance with guidance and procedures.
9. To accompany children and teachers on educational visits and trips during contracted hours.
10. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
11. To support the teacher in managing children's behaviour, reporting conflict and incidents in accordance with schools policies and procedures.

PERSONAL RESPONSIBILITIES RELEVANT TO ALL NURSERY NURSES

1. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
2. Be aware of the particular learning and physical needs of the pupils you support.
3. Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at an Appraisal Review.
5. Within your contracted hours, attend staff meetings, as required.

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;

- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	• Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development or NNEB • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	• Completion of Safeguarding Awareness course • Health & Safety certificate • First Aid certificate • Completion of other relevant courses
Skills & Knowledge	• Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity • An understanding of the Early Years Foundation Stage Curriculum and Early Learning Goals • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Interest in the care, learning and development of young children	• Experience of Forest School activities and training • Experience of supporting children with complex special needs.
Personal Qualities	• Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers • Patience • Empathy with children, colleagues and parents/carers • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children • Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening • Able to work in small teams	