Job Description

Job Title:	Nursery Nurse
Grade:	Band 2, Level 1
Department:	Children's Services
Section:	Hallfield Primary School
Responsible to:	The Nursery Room Manager, Leader of Learning and ultimately the Headteacher
Responsible for:	None

Purpose of Job

Assisting the Nursery Room Manager in supporting the overall development and care of nursery and infant age pupils. Contributing to the smooth running of the class and the maintenance of a safe and stimulating learning environment.

Main Responsibilities

TASKS

PRINCIPAL ACCOUNTABILITIES

1. Participating in the provision of a safe and stimulating learning environment.
2. Participating in the provision of a full and balanced range of learning activities, ensuring the care and well being of pupils, and maintaining positive links with parents and professionals working with the school.

JOB CONTENT

Other duties of an appropriate level and nature will also be required.

SUPPORT FOR PUPILS

- Participating in the provision of a safe and stimulating learning environment
- Taking small groups of pupils out of the school to develop their interests in their local environment
- Paying particular attention to children with special educational needs and assisting with identifying and meeting those needs. This may involve lifting, assisting in toileting and changing pupils, helping them to transfer from seating to mobility aids, implementing individual movement programmes under direction from physiotherapist
- Assisting pupils to acquire and develop self-help skills, including

toileting and personal hygiene

- Supporting the development of linguistic skills in pupils from a wide range of linguistic backgrounds
- Understanding the varying cultural backgrounds of the pupils and ensuring these are reflected in the activities and materials in the class.

SUPPORT FOR THE NURSERY ROOM MANAGER

- Participating in the provision of a full and balanced range of learning activities, ensuring the care and well-being of the pupils, and maintaining positive links with parents and professionals working with the school
- Working as a member of a team in the development, planning and evaluation of a full and balanced range of activities which meet the emotional, physical, social and intellectual needs of the pupils
- Participating in professional discussion and meetings with staff and others as necessary
- Participating in the arrangements for mounting and displaying of children's work
- Participating in the preparation of the classroom before pupils arrive, and with classroom management during lessons, preparing for use toys, play equipment and materials, setting up play areas and large toys both indoors and out of doors. Participating at the end of the session in general clearing and tidying up
- Sharing in making decisions and recommendations about practice, routines and use of space to maximise the potential of the school experience for every pupil
- Contributing to the selection and making of resources and helping to care and maintain equipment, plants and animals in good condition
- Taking groups of pupils for various activities under the direction of the Manager, e.g. art, music and dance, stories, cookery and craft, singing games, scientific, mathematical and constructional activities, using computers
- Identifying and monitoring suspected child abuse and children at risk following appropriate guidelines, reporting to the Manager or Headteacher
- May be required to carry out some basic medical procedures for which training would be given
- Welcoming and working closely with parents in association with teaching staff, including occasional home visits when necessary. Supporting the school's policy on parental participation
- Helping with milk time, first aid provision, comforting sick or injured pupils. In emergencies, liaising with senior staff and medical professionals, accompanying children to hospital or doctors as necessary if required
- Co-operating with school health authorities, taking part in health education programmes

SUPPORT FOR THE CURRICULUM

- Making observations and records of pupils' play, progress and behaviour, discussing any significant matters with the teacher
- Paying particular attention to new admissions, assisting in the liaison between nursery and school, helping children to settle in the transitional period

SUPPORT FOR THE SCHOOL

- Working alongside, supporting and guiding Nursery Nurse, Work Experience and Teaching Students placed in the class as required by the Headteacher
- Participating in the general life of the school (assemblies, parents' meetings, outings etc).

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

Person Specification

Requirement	Essential	Desirable
Qualifications	NNEB NVQ level 3	Good level of general education to at least GCSE level in English & Maths or equivalent. First Aid training
Knowledge	Basic knowledge of Early Years Foundation Stage curriculum requirements & their implementation	Good knowledge & understanding of early Years foundation stage curriculum. In depth knowledge/expertise of one or more areas of learning, e.g. speech & language development, meeting pupils emotional needs etc.
Skills	Able to form excellent relationships with children. Able to form good relationships with other staff. Able to communicate well in English & establish firm & consistent boundaries. Able to keep clear records. Good working overview of the school curriculum at primary level. ICT literate	
Experience	Experience of support work in an EYFS setting.	Significant experience & expertise in supporting & being a team member in a Reception EYFS setting.
Interpersonal Skills	Able to work in a team. Sensitive, polite & friendly. Positive & constructive. Seeks solutions to problems. Good listener. Resilient & assertive. Reliable. Good sense of humour. Can use own initiative.	
Professional Development	Values professional development.	Evidence of recent professional development activities.