



## **JOB DESCRIPTION - NURSERY NURSE/PRACTITIONER**

**Job Title:** Nursery Nurse/Practitioner

**Salary Scale 3**

**Reports to:** Nursery Room Leader, HT, DHT, EYFS Lead

**Liaison with:** EYFS Lead/Other Nursery Staff/Office Manager

### **Job Purpose**

To work in partnership with fellow nursery practitioners and room leaders to support social, emotional, educational and welfare needs of nursery/early years children in line with early years goals, codes of practice and school policies and procedures.

### **Principal Accountabilities**

- Provide a stimulating, educational and safe environment for children in which they can develop to their full potential
- Supervise pupils in their activities, at play and at mealtimes
- Establish positive relationships with pupils and their parents/carers

### **Duties**

- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources.
- Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources
- To assist in planning and evaluation of activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities, progress and development
- Assist with assessments and Individual Support Plans
- To support learning and development by arranging/providing resources for lessons/activities under the direction of the teacher
- Attend parents evenings/meetings and provide information to parents, under the direction of the teacher, regarding their child(ren)
- Be involved in interviews/induction for new children
- Assist pupils with snack/meal times, including preparation of food, assisting with eating and clearing up as appropriate
- To attend to pupils' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid
- Escort pupils to their parents/carers at end of session
- To assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with other staff and provide information about pupils as appropriate

- To assist with the display and presentation of pupils' work
- To assist with escorting pupils on educational visits
- To assist the teacher with training of students on placement

### **General**

- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

### **NURSERY NURSE - Person Specification**

- Successful recent experience working with nursery/early years children.
- Level 3 Early Years Qualification or higher
- Good general standard of education.
- Knowledge of relevant policies and procedures
- First aid qualification
- Knowledge of child development
- Knowledge of Foundation Stage Curriculum.
- Knowledge of assessment techniques for young children.
- Understanding of child protection policies and procedures.
- Good literacy skills
- Good numeracy skills
- Ability to write detailed reports and communicate effectively
- Verbal Listening Skills
- Ability to exchange information clearly with children and adults
- Ability to express your own views and opinions
- Seek support to overcome communication barriers with children and adults
- Negotiating ability to consult effectively with children and adults
- Ability to motivate, encourage and empower children
- Understand and implement school behaviour management policy
- Ability to manage groups of children, ensuring pupils remain on task.
- SEN Understand and support the differences in children and respond appropriately.

### **Curriculum/School organisation**

- Working knowledge and experience of implementing the EYFS statutory curriculum and other learning programmes

**Child Development**

- Understanding of different developmental stages and the impact of experience on these developments
- Understand the way in which play and games can support child development

**Health & Wellbeing**

- Understand and promote the value of emotional and physical wellbeing in children.
- Take responsibility for own wellbeing

**Working with others**

- Ability to forge networks and links with internal and external partners

**Relationships**

- Ability to establish rapport and respectful and trusting relationships with children, their families/carers and other adults
- Able to use appropriate communication styles
- Ability to build open and honest relationships

**Team work**

- Work effectively as part of a team
- Ability to work independently
- Know when and how to seek support
- Knowledge of your own position within a team environment and the boundaries which apply

**Information**

- Ability to record and report observations in an appropriate manner
- Ability to distinguish between opinion and fact
- Able to follow and give instructions

**Responsibilities & Organisational skills**

- Ability to be proactive and initiate action

**Time Management**

- Ability to manage own time effectively

**Creativity**

- Demonstrate creativity and an ability to resolve problems independently

**General Equalities**

- Demonstrate commitment to treating all people fairly

**Health & Safety**

- Good understanding of Health and Safety

**Child Protection**

- Understand what is meant by safeguarding and the different ways in which children can be harmed

- Understand and comply with child protection procedures

**Confidentiality/Data Protection**

- Understand and comply with procedures and legislation relating to confidentiality

**CPD**

- Demonstrate a clear commitment to develop and learn in the role.