

St Paulinus CE Primary School
JOB DESCRIPTION – NURSERY NURSE

Post Title:	Nursery Nurse
Grade:	Bexley 05
Responsible to:	Nursery Nurse
Responsible for:	No Staff

Main purpose of the job:

Under the guidance and in conjunction with the teacher or senior staff to implement agreed work programmes to enable access to learning for pupils, including those with special needs and to assist the teacher in the management of pupils and the classroom. This could include those requiring detailed and specialist knowledge in a particular area and will involve assisting in the whole planning cycle and the management/preparation of resources. Work may be carried out in the Nursery classroom or outside the main teaching area, including outdoors.

Major Duties and Responsibilities:

- Support teachers in ensuring all pupils' continuing educational development which may include the use of specialist skills/training/experience and through establishing constructive relationships and contributing to individual education plans/behaviour plans.
- Support the teacher in fostering attractive learning environments to ensure that pupils spend time in stimulating surroundings.
- Prepare, maintain and use equipment, resources required meeting plans/relevant learning activity and assisting pupil in the use.
- To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Determine the need for, prepare and maintain general and specialist equipment/resources required to meet lesson plans/relevant activities.
- To supervise/monitor members of the team in their duties within the classroom.
- To be aware of physical safety and well-being of the children.
- To promote a good role model for learning.

Resources:

None

Job Activities:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher.
- Where appropriate, assist the teacher to plan and prepare specific programmes of work activity for groups within the framework of whole class planning.
- To assist the teacher in learning activity/teaching programmes, adjusting activities according to pupil responses, especially those requiring specialist support.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. Assist in the display of pupils work.
- Assist and develop with the planning of learning activities by observing and monitoring pupils' responses to these and accurately record problems, achievements and progress as directed.
- To establish constructive relationships with parents/carers and also effective liaison with other agencies both internal and external.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Accompany teaching staff on out of school activities as required.
- Work within pre-determined guidance, policies, and procedures and be aware of the schools educational and behaviour policies. Be aware of Health and Safety and Child Protection policies and issues.
- Maintain equipment and resources used including preparation of classroom and outside areas as required.
- To work closely with Students and Helpers and guide them in their day to day work ensuring such work meets with schools policies and standards.
- To supervise and encourage independence during routine tasks, such as milk time, toileting and the end of class. Attending to any personal toileting needs as necessary. To render first aid as required.
- To increase own knowledge by attending courses as necessary.
- Act as a role model and setting high expectations.
- Attend and participate in meetings, training and other learning activities as required thus enhancing your knowledge and skills.
- To provide help and assistance with any medical requirements, i.e. inhalers, epi pens as necessary. Act as first aider as required.

PERSON SPECIFICATION

Information for candidates: The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. The Amadeus Primary Academies Trust will look for evidence of compliance at application, interview and reference stages.

Category	Essential	Desirable
Qualifications and Experience		
Level 3 Early Years and Childcare Qualification	✓	
Experience of working as a Nursery Nurse	✓	
Experience of working with children on a one-to-one basis and in small groups	✓	
A good level of education including Maths and English GCSE grade C or above	✓	
Experience of communicating and liaising with parents and families	✓	
Experience of working in a school setting		✓
Experience of working with children who have a wide variety of educational needs		✓
Experience of recording and monitoring pupil progress		✓
Experience of planning the delivery of learning activities for students		✓
Experience in delivering work with Additional Educational Needs students		✓
Child Protection Training		✓
First Aid Training		✓
Professional knowledge, skills and competences		
Knowledge of child development and learning in the early years	✓	
Knowledge supporting children with behavioural issues	✓	
Knowledge of supporting children with Special Educational Needs and Disability	✓	
Able to work with classes, groups or individuals	✓	
Able to make clear observations	✓	
Able to complete assessments and reports	✓	
Able to clear up misunderstandings and sort out misconceptions	✓	
Able to suggest ways of developing learning	✓	
Able to use ICT effectively to support learning	✓	



Can model good behaviour	✓	
Can extend children's thinking skills	✓	
Can encourage good social skills	✓	
Can take an active involvement in planning	✓	
Working knowledge of the national curriculum		✓
Working knowledge of learning strategies		✓
Working knowledge of school policies and procedures e.g. Child Protection		✓
Working knowledge of current first aid practices		✓
Personal Characteristics		
Commitment to safeguarding, having due regard for Keeping Children Safe in Education	✓	
Desire to provide a high standard of care and education	✓	
Calmness	✓	
Confidentiality	✓	
Empathy	✓	
Enthusiasm	✓	
Flexibility	✓	
Initiative	✓	