

Grove House Nursery School and Children's Centre

Nursery Nurse



Job Description

Job title:	Nursery Nurse	Ealing GLPC Grade:	Scale 6
Line manager:	Headteachers, Deputy Head		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff, or students		
Hours:	20 Term Time Only		

Main purposes of the job

- To work as part of a multi disciplinary team in a positive and proactive way to ensure the provision of high quality care and education for all children in the Centre, through planning and implementation of the early years foundation stage (EYFS) and other national programmes/strategies with individuals or groups of children to promote effective teaching and learning.
 - During the short term absence of the class teacher, nursery nurses may be required to supervise the children and to continue to deliver a high quality provision during this time
 - To assist in creating and maintaining a purposeful, orderly and supportive learning environment.
 - To promote the inclusion and acceptance of all children, ensuring they have equal opportunities to learn and develop.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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Main responsibilities and tasks

1. To provide support for children's emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
2. To meet the personal care needs of children whilst encouraging their independence.
3. To support children with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
4. To encourage children to interact and work co-operatively, ensuring all children are engaged in activities.
5. To work closely with other team members in the planning, development and delivery of all areas of the curriculum in line with requirements of the EYFS.
6. As required, to set up activities indoor and outdoor, ensuring that resources and equipment are available and cleared away at the end of the sessions as appropriate.
7. To take on the role of a keyworker by actively taking part in:
 - a. Observing, assessing recording and reporting on the progress and achievements of each child in your keyworker group through systems set up by the Head of Centre.
 - b. Planning and evaluating play to meet children's needs and interests.
 - c. Working with individuals and groups of children as appropriate to their development.
 - d. Working with the team to ensure a smooth transition from home to Centre and between rooms.
 - e. Displaying the children's work to draw attention to and celebrate their achievements

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8. To observe, monitor and evaluate **all** children's responses to learning activities through a range of assessment and monitoring strategies determined by Head of Centre.
9. To work in partnership with parents, including daily informal contact, home visits, curriculum events, celebrations of festivals, social events, parents evenings and adult learning classes etc.
10. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
11. To attend relevant meetings and participate in training opportunities and professional development as required.
12. To accompany children on visits, trips and out of school activities as required within contracted hours and to take responsibility for children.
13. To undertake regular accredited first aid training and to administer basic first aid.
14. To consult with the line manager regarding sick children and, if required by the Head of Centre, to accompany them to hospital in the absence of the parents and to remain with the child until a parent arrives.
15. To attend to the holistic needs of children for example, changing clothes and nappies, feeding and toileting and including helping children who are unwell, distressed or unsettled.
16. To assist in the training and development of staff.
17. To adhere to school health and safety policy including risk assessment and safety systems.
18. To adhere to school policy on equality and diversity.
19. To help adapt and plan the development of resources necessary to lead learning activities, taking into account children' interests, language and cultural backgrounds.
20. Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

Signatures – line manager and job holder

Signature of Manager: **Date:** / /

Signature of post holder: **Date:** / /

Person Specification

This person specification lists the essential requirements needed in order to carry out the above post in the Centre

Applicants will be short listed solely on them meeting these requirements.

Essential requirements

Qualifications

NNEB Certificate / NVQ level 3 in childcare / CHACHE Level 3 in childcare

Experience

At least two years' experience of working with the under 5's.

Knowledge, skills and abilities

1. Knowledge and understanding of the Early Years Curriculum which will ensure its effective delivery in an interesting and stimulating way.
2. Knowledge of current developments and legislation related to the early years curriculum.
3. Knowledge and understanding of the needs of young children.
4. An understanding of the needs of children with special educational needs.
5. An understanding and awareness of the needs of children from ethnic minority families including children who are bi or multi lingual.
6. An understanding of Safeguarding children, child protection procedures and the ability to put these into practice.
7. An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations.
8. The ability to promote all aspects of children's learning and development.
9. The ability to relate easily, children, parents and outside agencies.
10. The ability to work collaboratively with colleagues.
11. The ability to communicate clearly both orally and in writing, including report writing, observation and assessment of children and meetings with parents and outside agencies.
12. The ability to work to deadlines and manage one's own time effectively.

Commitment

- A commitment to the aims, ethos and values of the Centre
- A commitment to and an understanding of equal opportunities and the ability to implement the Centre's policy in this area of work
- A commitment to the health and safety of everyone involved in the day to day activities of the Centre
- A commitment to staff development and training
- A commitment to providing a high standard of care and education for all children in the Centre