**Nursery Nurse**

**Job Description**

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| **Job Title** | Nursery Nurse |
| **Grade** | LG 2020 Scale 5 (Band 3 (mid)) |
| **Reports to** | Head of Academy, EYFS Deputy Head |
| **Responsible for** | To work in partnership with class teachers 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. |
| **Liaison with** | EYFS Deputy Head |
| **Job Purpose** | To work in partnership with class teachers 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 |
| **Duties** | * Establish positive relationships with pupils and their parents/carers * 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 One 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 student NNEBs * To understand and apply school policies in relation to health, safety and welfare * Attend relevant training and take responsibility for own development * Attend relevant school meetings as required * To respect confidentiality at all times |
| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with 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. |