**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
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| **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
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| **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.
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