TKAT
Achieving More Together

JOB DESCRIPTION

Job Title:	Nursery Nurse
School:	Heybridge Primary School
Location:	Heybridge Primary School, Rowan Dr, Heybridge, Maldon CM9 4TU
Reporting To:	Headteacher
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools

<u>Our Commitment</u>

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

<u>Job Purpose</u>

The Nursery Nurse will:

- Provide a high quality childcare and education appropriate to the age and stage of development of the children.
- Be responsible for ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.
- Work inline with the school ethos and the trusts' vision.

Duties and Responsibilities

- Motivate children's learning, both indoors and outdoors, encouraging learning through experience and interests.

- Provide pastoral care and support to children and provide them with a secure environment in which to learn.
- Organise learning materials and resources, making imaginative use of resources.
- Assist with the development of children's personal/social and language abilities.
- Support the development of children's basic skills, including physical coordination, speech and communication.
- Encourage children's mathematical and creative development through stories, songs, games, drawing and imaginative play.
- Develop children's curiosity, knowledge and skills through our skills based provision offer.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Professional development

- Take part in the school's appraisal procedures.

Communication

- Communicate effectively with parents/carers with regard to students' achievements and wellbeing using school and trust systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.
- Foster good relationships between the school and the wider community.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have a professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

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PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD:		
Nursery or EYFS training as part of degree/qualification.	D	Application
Level 3 in Early Years or Equivalent.	E	Application
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	E	Application
Experience of working in an EYFS setting.	E	Application & Interview
First Aid Certificate, or willingness to complete it.	D	Application
Knowledge, Skills and Attributes:		
Sound understanding of development matters and play based learning.	E	Application & Interview
Knowledge and understanding of the EYFS framework and the impact of early years development on children.	D	Application & Interview
Ability to adapt teaching to meet pupils' needs.	E	Application & Interview
Ability to build effective working relationships with pupils.	E	Application & Interview
Ability to work creatively, flexibility and respectfully with children and adults.	E	Application & Interview
Knowledge of guidance and requirements around safeguarding children.	E	Application & Interview
Personal Qualities:		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the trust.	E	Application & Interview
A positive outlook, integrity, flexibility and energy to persevere and succeed.	E	Application & Interview
Enthusiastic, demonstrating a joy for learning and teaching children.	E	Application & Interview
Ability to work under pressure and prioritise effectively.	E	Application & Interview

Commitment to maintaining confidentiality at all times.	E	Application & Interview
Commitment to safeguarding and equality.	E	Application & Interview
Good communication skills – written and verbal.	E	Application & Interview

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Nursery Nurse will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.