

Job Title: Nursery Nurse

Grade: 4

Location: Joseph Cash Primary School

Job Purpose

To provide support to a classroom teacher in the planning and delivery of the curriculum and in the provision of care and welfare to a specified group of children.

Duties and Responsibilities:

1. To support the class teacher at appropriate level in the delivery of the curriculum and the preparation ' of materials and equipment for classroom activities,
2. Participate in the provision of a full range of activities, commensurate with a child's intellectual, physical and emotional development,
3. Supervise and direct either group or one to one activities,
4. Provide general care and welfare for the children, including:
 - physical care and attention for personal needs;
 - act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child, employees must not administer first aid, unless qualified to do so;
 - providing comfort and support to children in distress.
5. Assist in creating and maintaining a stimulating and attractive learning environment,
6. Assist with the preparation and supervision of educational visits.
7. Ensure as far as is reasonable, the provision of a safe, secure and healthy environment for children.
8. Foster links between home and school and maintain good communications with parents.
9. Maintain simple records as directed and contribute to the periodic assessment of children.
10. Contribute and participate in in-service training and staff meetings, as deemed appropriate.
11. Guide and assist nursery students and other trainees, unqualified staff and volunteers,
12. Participate in initiatives//developments within the school,
13. Undertake duties in the spirit of the City Council's Equal Opportunities Policy.

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions

To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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Job Requirements

Knowledge	<ul style="list-style-type: none">- Knowledge understanding of all current relevant guidelines and legislation Including child protection, racism awareness, equal opportunities and the Childrens Act 2006.- Knowledge and understanding of child development/learning process- Knowledge and understanding of the Common Assessment Framework- An understanding of equal opportunity issues and their application.- An understanding of Health & Safety issues.- A sound understanding of the principles and practices of Early Years Foundation Stage
Skills and Abilities	<ul style="list-style-type: none">- Able to communicate effectively with parents, children and other professionals.- Able to work as a member of a team, relating to colleagues in a positive manner.- Able to work with limited supervision, but under guidance from Nursery teaching staff in group or one-to-one activities.- Able to utilise skills to sustain children's interest in pre-planned group work and play activities.- Able to contribute to the development and delivery of the pre-school curriculum, preparation of materials and equipment for class activities in order to create a stimulating learning environment.- Able to manage children's behaviour in a positive and effective manner.- Have good written and verbal communication skills- Effectively manage situation when children become ill in a caring manner.- To undertake duties having regard to health & safety issues.- Able to assist in record keeping by being involved in the observation and assessment of children.
Experience	<ul style="list-style-type: none">- Current or recent practical experience of working with nursery age children in a nursery school/class setting.
Educational	<ul style="list-style-type: none">- N.N.E.B. Certificate- BTEC Nursery Nursing- N.V.Q 111 in Child Care- Equivalent Qualification
Personal Characteristics Sought:	<ul style="list-style-type: none">- Shows enthusiasm and commitment to the school and its pupils.- Has a friendly, polite, approachable manner.- Is positive, calm and patient.- Is flexible, versatile and hard working.- Is reliable, punctual and able to meet deadlines.- Is trustworthy and able to maintain confidentiality.- Has an awareness of the needs of the school to have a positive image in the local community.
Special Requirements	<p>A Disclosure & Barring Service check will be required prior to appointment"</p> <p>All employees of Coventry City Council are required to comply with the city council's equal opportunities policy when undertaking the duties of their job.</p>