

Job Description

Job Title:	Nursery Nurse / Early Years Practitioner
Grade:	4
Location:	Limbrick Wood Primary School, Bush Close, Coventry, CV4 9QT

Job Purpose

To support the Early Years lead with their responsibility for the learning, development, and education process by providing care and supervision to children/young people aged 0-5 years, including those who have special physical, emotional and educational needs to ensure all children achieve the best possible outcomes. To be the lead adult in a small morning nursery class under the supervision of the Early Years lead and assist with the reception class in the afternoons. To ensure that the nursery is a safe environment for children, staff and others. To develop partnerships with parents/carers to increase involvement in their child's development.

Duties and Responsibilities

Under the direction and control of the Early Years lead:

- Supervise and support the teaching and educating activities of individuals or groups of children /young people to ensure their safety and facilitate in their academic, physical, and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the needs of individuals and groups of children/young people, including those pupils with special educational, physical, or emotional needs.
- Monitor the progress of individual pupils and groups of pupils, their achievements, problems, condition, and development needs, reporting to the Early Years lead as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Assist the Early Years lead with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
2. Use strategies in liaison with the Early Years lead, to support pupils to achieve learning goals.

3. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
4. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
5. Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate.
6. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence.
7. Ensure that pupils can safely use equipment and materials provided.
8. Provide support for local and national learning strategies within the Early Years setting.
9. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
10. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
11. Assist the Early Years lead with the administration of assessments and observations.
12. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
13. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
14. Provide support to the classroom teacher by undertaking photocopying, filing, recording, and collecting monies as directed.
15. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assisting with the personal hygiene routines, e.g., toilet training, changing of incontinent children, dressing, and undressing.
 - the changing of soiled clothing and its disposal in an appropriate way.
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff.
 - assist with the identification and monitoring of children's general health and welfare.
16. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
17. Support and contribute to the overall ethos/work/aims of the school.
18. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.

19. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
20. Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
21. Attend and participate in relevant meetings as required.
22. Assist the teacher in supporting volunteer helpers or students in the classroom.
23. Any other duties and responsibilities within the range of the salary grade.

Limbrick Wood Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

NOTE

There is no requirement for a Nursery Nurse to attend for work outside the contractual hours of work for the post. Any attendance of an Nursery Nurse at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Early Years leader and Head Teacher (or Teacher acting on Head's behalf).

If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

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