



**Our Lady of the Assumption  
Catholic Primary School**



**Job description:  
Nursery Nurse**

**Job details**

**Job title:** Nursery Nurse

**Salary:** Grade 4

**Hours:** 22.5hrs 11.30am – 4pm

**Contract type:** Term time only (39 weeks) Permanent

**Reporting to:** Class teacher, Phase Leader, Headteacher

**PURPOSE OF THE JOB:**

To take a leading role in the delivery of provision for our afternoon nursery provision, in order to raise standards of achievement for pupils in our nursery, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

1. To work as part of a team of early years educators delivering the highest quality of care and education
2. To contribute to the provision and maintenance of a healthy, stimulating, safe, enabling and aesthetically pleasing learning environment
3. To develop and maintain professional links with parents, colleagues, carers and other agencies working with the school, the local community and the Local Authority.
4. To contribute and plan for the preparation, delivery and evaluation of learning experiences, that will enhance children's physical, intellectual, emotional, social and moral development.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. To lead provision in the afternoon nursery (up to 13 pupils), with the class teacher/EYFS leader, introducing activities and using a range of strategies to support all children in their learning.
2. To help pupils to access the full EYFS curriculum, at the same time promoting independent learning both inside and outside as well self-reliance and interdependence.
3. To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
4. To help to maintain individual and group records in line with school policy and practice.
5. To contribute to the planning and evaluation of learning activities for individuals and groups.
6. To liaise with and maintain effective working relationships with colleagues and parents and other professionals.
7. To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside.
8. To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children and implement related personal programmes.
9. To share responsibility for supporting children and parents during the periods of settling in and transition.
10. To support with lunch service and other refreshment preparation as timetabled or required.

**JOB ACTIVITIES RELEVANT TO ALL EYFS STAFF**

1. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/EYFS lead.

2. To support the organisation of the learning environment, including the production, maintenance and storage of resources.
3. Meet regularly with the class teacher/EYFS lead during contracted hours to discuss children's progress and to plan and review support.
4. To attend meetings during contracted hours to discuss children's progress with parents and other professionals as well as EYFS team meetings.
5. To contribute to discussions on making decisions and recommendations about practice, routines and organization of space, to maximize learning opportunities of all children.
6. To actively support the school's vision, values and ethos.
7. To be familiar with, actively support and comply with all the school policies and procedures, including Health and Safety, Child Protection and Behaviour.
8. To undertake all care tasks related to children's physical welfare in accordance with LEA guidance and procedures.
9. To accompany children and teachers on educational visits and trips during contracted hours.
10. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
11. To effectively manage children's behaviour, reporting conflict and incidents in accordance with schools policies and procedures.

#### **PERSONAL RESPONSIBILITIES RELEVANT TO ALL NURSERY NURSES**

1. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
2. Be aware of the particular learning and physical needs of the pupils you support.
3. Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.
5. Within your contracted hours, attend staff meetings, as required.

#### **EQUAL OPPORTUNITIES STATEMENT**

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ a level 3 early years educator qualification</li> <li>➤ suitable level 2 literacy and numeracy qualifications</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ The ability to work as part of a team.</li> <li>➤ The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.</li> <li>➤ The ability to establish and maintain effective working relationships with teachers and other members of staff.</li> <li>➤ The ability to accept guidance and direction from teachers.</li> <li>➤ The ability to support and record children’s learning and development with confidence.</li> <li>➤ Awareness of how children develop and learn from birth to 5 as well as the various factors that affect their learning.</li> <li>➤ Awareness of the need to show respect and value pupils as individuals.</li> <li>➤ An understanding of and commitment to inclusive education.</li> <li>➤ A willingness to undertake paid training in normal contractual hours to develop job-related skills.</li> <li>➤ A sympathetic approach to parents and an understanding of the need for confidentiality.</li> <li>➤ The ability to adapt to differing environments within the EYFS and to the needs of different children.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience of early years setting</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the Catholic ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ To have a flexible approach</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** December 2023

**Next review date:**

**Head teacher/line manager’s signature:**

**Date:**

**Postholder’s signature:**

**Date:**