



## Nursery Nurse

**Grade:** Grade 4, Point 6 – 14 (£20,043.00- £23,484.00) paid pro rata  
**Hours:** 35 hours per week (Monday – Friday 8:15am – 3.45pm) Term Time plus 1 week  
**Contract Type:** Permanent

This appointment is with the Governing Body of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

### Core Purpose

As a Nursery Nurse at St Anne's Catholic Primary School the core purpose of the job is to support the Nursery Teacher in ensuring that the school provides high quality, challenging and exciting learning and teaching that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development. We encourage you to share responsibility to recognise and nurture the unique qualities of each adult and child within the school community.

### Duties and Responsibilities

#### Learning and Teaching

1. Supervise and support the learning opportunities of individuals or groups of children/young people to ensure their safety and facilitate their development across all areas of learning.
2. Monitor and record individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate
3. Assist the teacher in the development, delivery and implementation of programmes to support individual or groups of learners following the guidelines and training given under the guidance of the teacher.
4. To share responsibility for the preparation of activities and to carry out necessary maintenance of a healthy, safe and stimulating environment
5. Use strategies in liaison with the teacher, to support pupils to achieve learning goals
6. Provide support for local and national learning strategies e.g. English, Mathematics, Early years.
7. Assist with the implementation of programmes designed by other professionals such as Educational Psychologists, Speech and Language therapists.
8. Assist the teacher with the administration of baseline/tests and other assessments.
9. To observe children and contribute to records of their progress.
10. Attend staff meetings and INSET days and assist with planning meetings.

#### Pastoral Care

11. Form positive and effective relationships with pupils, staff, parents, Local Governing Body and members of the wider community so the ethos of the school is reflected in the way we work together.
12. Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those with special educational, physical or emotional needs.

13. Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
14. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
15. Undertake supervision and discipline of pupils within the procedures of the school service, providing detailed and regular feedback as appropriate
16. Promote pupil independence through having high expectations across all areas of their development, reinforcing pupils self esteem through praise and encouragement.
17. Ensure that pupils are able to safely use equipment and materials provided
18. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers (when appropriate), contributing to meetings to discuss a specific child's progress as appropriate.
19. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include :
  - Assist with the personal hygiene routines e.g. toilet training, changing of incontinent children, dressing and undressing
  - The changing of soiled clothing and it's disposal in an appropriate way
  - Assisting with children's injuries and administering first aid and recording appropriately
  - 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
20. 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.
21. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
22. Assist with group activities within and away from the classroom/school, such as P.E., swimming, educational visits
23. Supporting children with transition into and from Nursery including visits to home and other settings as directed.

### **Staff and Resources**

24. To prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
25. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
26. 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

### **Administration and Communication**

27. To provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
28. Attend and participate in relevant meetings as required e.g. Phase meetings, planning meetings, staff meetings, Teaching Assistant Meetings.
29. Assist the teacher in supporting Parent Helpers, Volunteers or Students in the classroom
30. To support the induction of Work Experience by giving a tour around the school, going through the policy and showing the operation of key pieces of equipment e.g. the photocopier.

### **Supporting the Subject Leader**

31. To support the Subject Leader in monitoring the equipment and organising the resources so they are accessible to all.
32. Attend INSET relevant to your Subject
33. And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading. (Please refer to the Notes of Guidance for further clarification).

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy'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)

**Responsible for:** n/a

**Responsible to:** Principal

**Agreed by**..... **Date** .....

**Principal**..... **Date** .....

**Review date: This job description will be reviewed in September 2023 but may be reviewed before this date should the duties change**



**Nursery Nurse Person Specification**

	Essential	Desirable	Evidence
<b>Qualifications/Education:</b>			
GCSE's – Maths and English or equivalent	✓		A
NVQ III for Early years childcare or equivalent qualifications and experience	✓		A
Hold a full Paediatric First Aid certificate.		✓	A
<b>Knowledge, Skills &amp; Experience:</b>			
Have an understanding of the Early Years Curriculum.	✓		AI
Have an understanding of the statutory requirements for the Foundation Stage.	✓		AI
An understanding of the roles played by various adults in children's education	✓		AI
An understanding of equal opportunities issues and an awareness of what this involves	✓		AI
To effectively use ICT and use of other equipment – video, photocopier	✓		AI
An ability to relate well to children and adults	✓		AI
Be able to record children's progress and support them in their development.	✓		AI
Ability to express themselves effectively orally and in writing with both adults and children	✓		AI
To work constructively as part of a team	✓		AI
Ability to self-evaluate learning needs	✓		AI
Sympathetic to the Catholic ethos of the school	✓		AI
Experience of contributing to children's learning journals and planning activities to support in their next steps of learning.		✓	AI
Experience of working with children in an Early years setting	✓		AI
<b>Personal Qualities:</b>			
Passionate about positively impacting children's education	✓		AI
Comfortable dealing with parents, staff and children at all levels	✓		AI
Proactive	✓		AI
Collaborative, works well in a team	✓		AI

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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