




Job Description: NURSERY NURSE

Job title:	NURSERY NURSE G3	Team:	EARLY YEARS
Based at:	 PRIESTMEAD PRIMARY SCHOOL		
Salary:	Grade 3 scale 9-12 salary band £28,029-£29,205 pro-rated		
Line Manager:	Nursery Lead/Senior Leadership Team		
Hours:	08:00 to 16:30 (37.5 hours per week)		
Contract:	Term Time Only including 5 training days (39 weeks)		

Essential Functions:

- To safeguard children in every interaction including a proactive approach to health and safety
- To support and contribute to the teaching and learning of children under the direction of the class teacher or designated senior member of staff
- To supervise, interact and engage with all children through play, rules and rewards in line with policy and EYFS principles.
- To work professionally with all adults, following the code of conduct at all times
- To work under the direction of the Nursery Lead/ Senior Leadership Team to enable all children to learn and be nurtured in a safe, caring and stimulating nursery environment.
- To undertake other duties commensurate with the grade and nature of the role
- To support the academy and trust’s vision and values, ‘Soaring Together’:



Support Children:

- aid and enable learning in line with the academy’s teaching and learning guidance and the Early Years Foundation (EYFS)
- ensure all children have resources for learning, including competently supporting with IT hardware/software where appropriate and age- appropriate early years resources and adapt planned learning activities, under the guidance of Nursery Lead/Senior Management team, to support pupils with differing learning needs
- To contribute to high-quality indoor and outdoor learning environments in line with Early Years practice.

- deliver planned interventions and targeted learning activities for individuals and groups under the guidance of Nursery Lead/Senior Management Team, including play-based early years interventions
- provide feedback to children under the guidance of the Nursery Lead/Senior Management Team
- be kind, calm and nurturing to every child; undertake pediatric first aid training as required
- support children's personal care needs in line with Early Years practice (e.g. toileting, hygiene, feeding where appropriate)
- To act as a key person for an identified group of children, supporting their development, wellbeing and partnership with parents/carers.

Support Nursery Lead/Senior Management Team:

- follow any deployment or direction of the Nursery Lead/Senior Management Team which enables learning, and supports children
- keep everywhere tidy, organised and ensure activities are set up in advance and cleared away in a timely manner
- complete administrative tasks to support regarding assessment, learning environment displays and enrichment including EYFS observations and learning journals
- monitor pupil engagement and progress within targeted interventions and provide structured feedback to Nursery Lead/Senior Management Team to support provision planning and pupil next steps in line with EYFS
- respond appropriately to behaviour incidents in line with trust policy; use professional judgement to respond to behaviour incidents in line with academy policy and seek support where required
- lead pre-planned learning activities for individuals and groups of children within the Nursery provision under the supervision or direction of Nursery Lead/Senior Management Team within Early Years provision
- complete administrative tasks as outlined as part of trust guidance reducing teacher workload

Support the Academy & Trust:

- ensure you always meet your statutory safeguarding and equality duties
- commit to professional development, fully engaging with every continuing professional development opportunity presented including Early Years / EYFS training
- contribute to the development and implementation of all policies and procedures without exception
- participate in trips and events, with reasonable notice and in accordance with contractual arrangements
- attend relevant meetings and training within contracted hours where reasonably practicable
- develop and maintain effective relationships with all adult stakeholders including sharing information about children's learning, development and wellbeing.
- demonstrate a positive and professional commitment to supporting children and the wider academy community aligned with "children first"

This job description is not a contract of employment and will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the relevant manager or leader, and in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible, management reserves the right to make changes to the job description following consultation. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. You may be required to work in academies across the trust where reasonable, and following appropriate consultation.

Employee:

Date:

Employee Signature:

Manager:

Date:

Manager Signature:



Person Specification: NURSERY NURSE

Job title:

Nursery Nurse

Team:

LEARNING SUPPORT


Based at:





PRIESTMEAD PRIMARY SCHOOL


For each point below, explain how you meet the person specification in your supporting statement (no more than two sides of A4 paper) and ensure your application form covers your qualifications and full employment history.


We are looking for evidence of these values throughout the application and assessment

 **BELONGING:** Creating a safe, inclusive environment where every child and adult feels valued and respected.

 **COLLABORATION:** Working positively with others through clear communication, teamwork and shared purpose.

 **INTEGRITY:** Acting with honesty, fairness and professionalism while following policies and doing the right thing.

 **EXCELLENCE:** Striving for high standards in teaching, learning and professional development to achieve the best outcomes.

 **LEGACY:** Contributing to sustainable practices and a positive impact on the school and wider community.

CRITERIA	Application	Assessment
Education & Training		
1. GCSE grade 4-9 pass (or equivalent) in English and Maths	✓	
2. Full and relevant Level 3 Early Years qualification aligned to EYFS requirements	✓	
3. Paediatric First Aid and Food Hygiene Level 2 (or willingness to obtain)	✓	
Experience		
4. Experience working within an Early Years setting, supporting children aged 2-5	✓	
5. Experience contributing to observations, assessments and learning records in line with EYFS	✓	✓
Knowledge & Understanding		
6. Explain what safeguarding is and have read a school or academy policy	✓	✓
7. Secure knowledge of the EYFS framework and child development	✓	✓
8. Be able to use computing skills on a tablet, laptop and/or computer	✓	
9. Knowledge of inclusive practice and supporting children with additional needs	✓	✓
10. Ability to use professional judgement to support pupil engagement, behaviour and learning through play-based, child-centered approaches	✓	✓
Skills and Qualities		
11. Clear spoken and written English and the ability to communicate clearly	✓	✓
12. Use computing skills to type, upload, navigate, create and communicate	✓	
13. Be a positive, calm, people-focused person who can work effectively in a team		✓
14. Be honest, be open to feedback, and committed to professional development	✓	✓