



Prince Avenue Academy and Nursery Nursery Practitioner – Job Description

Title of Post: Nursery Nurse/Practitioner

Grade: Scale 3

Responsible to: Nursery Room Leader, HT, DHT, EYFS Lead

Liaison with: EYFS Lead/Other Nursery Staff/Office Manager

Job Purpose

To work in partnership with fellow nursery practitioners and room leaders to support social, emotional, educational and welfare needs of nursery/early years children in line with early years goals, codes of practice and school policies and procedures.

Principal Accountabilities

- Provide a stimulating, educational and safe environment for children in which they can develop to their full potential
- Supervise pupils in their activities, at play and at mealtimes
- Establish positive relationships with pupils and their parents/carers

Duties

- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources.
- Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources
- To assist in planning and evaluation of activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities, progress and development
- Assist with assessments and Individual Support Plans
- To support learning and development by arranging/providing resources for lessons/activities under the direction of the teacher
- Attend parents' evenings/meetings and provide information to parents, under the direction of the teacher, regarding their child(ren)
- Be involved in interviews/induction for new children
- Assist pupils with snack/mealtimes, including preparation of food, assisting with eating and clearing up as appropriate
- To attend to pupils' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid
- Escort pupils to their parents/carers at end of session

- To assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with other staff and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To assist with escorting pupils on educational visits
- To assist the teacher with training of students on placement

General

- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To always respect confidentiality
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

NURSERY NURSE - Person Specification

- Successful recent experience working with nursery/early years children.
- Level 3 Early Years Qualification or higher
- Good general standard of education.
- Knowledge of relevant policies and procedures
- First aid qualification
- Knowledge of child development
- Knowledge of Foundation Stage Curriculum.
- Knowledge of assessment techniques for young children.
- Understanding of child protection policies and procedures.
- Good literacy skills
- Good numeracy skills
- Ability to write detailed reports and communicate effectively
- Verbal Listening Skills
- Ability to exchange information clearly with children and adults
- Ability to express your own views and opinions
- Seek support to overcome communication barriers with children and adults
- Negotiating ability to consult effectively with children and adults
- Ability to motivate, encourage and empower children
- Understand and implement school behaviour management policy
- Ability to manage groups of children, ensuring pupils remain on task.
- SEN Understand and support the differences in children and respond appropriately.

Curriculum/School organisation

- Working knowledge and experience of implementing the EYFS statutory curriculum and other learning programmes

Child Development

- Understanding of different developmental stages and the impact of experience on these developments
- Understand the way in which play and games can support child development

Health & Wellbeing

- Understand and promote the value of emotional and physical wellbeing in children.
- Take responsibility for own wellbeing

Working with others

- Ability to forge networks and links with internal and external partners

Relationships

- Ability to establish rapport and respectful and trusting relationships with children, their families/carers and other adults
- Able to use appropriate communication styles
- Ability to build open and honest relationships

Team work

- Work effectively as part of a team
- Ability to work independently
- Know when and how to seek support
- Knowledge of your own position within a team environment and the boundaries which apply

Information

- Ability to record and report observations in an appropriate manner
- Ability to distinguish between opinion and fact
- Able to follow and give instructions

Responsibilities & Organisational skills

- Ability to be proactive and initiate action

Time Management

- Ability to manage own time effectively

Creativity

- Demonstrate creativity and an ability to resolve problems independently

General Equalities

- Demonstrate commitment to treating all people fairly

Health & Safety

- Good understanding of Health and Safety

Child Protection

- Understand what is meant by safeguarding and the different ways in which children can be harmed
- Understand and comply with child protection procedures

Confidentiality/Data Protection

- Understand and comply with procedures and legislation relating to confidentiality

CPD

- Demonstrate a clear commitment to develop and learn in the role.

The duties of the post may be changed and/or varied (following consultation) to meet the needs of the headteacher and school.

This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the duties set out above.

This job description will be reviewed annually.