



Nursery Nurse Level 3

Wootton Park Nursery

Wootton Hall Park, Northampton. NN4 0HZ

GRADE:
NJC Scale F6-7

EMPLOYED BY:
Wootton Park Academy Trust

LINE MANAGER:
Head of Nursery

BROAD DESCRIPTION OF ROLE

- ✓ To provide inspirational learning and support at Wootton Park Nursery
- ✓ To assist the head of nursery/deputy manager/room leader in the planning, review and delivery of the curriculum.
- ✓ To support children in the nursery in whole classes, individually and in small groups
- ✓ To monitor progress and adapt learning according to individual learner needs
- ✓ To assist in the health, safety and welfare, emotional and behavioural support of learners
- ✓ To provide specialist support in one or more specialist areas of SEND when needed by children
- ✓ To work with staff, parents/carers and other stakeholders to ensure that support provided is appropriate, removes barriers to learning and promotes resilience and independence

NURSERY SUPPORT

- ✓ To work alongside the Head of Nursery and staff team to ensure that the highest possible care to children in our setting.
- ✓ To plan and support teaching in the nursery room, challenging and motivating learners in order to develop independence and self-esteem in line with the EYFS framework.
- ✓ To work with reference to current legislation, Ofsted guidance, National Standards
- ✓ To reinforce learning opportunities, enable access to the EYFS framework and promote positive interactions between children
- ✓ To assist in the personal, social and emotional development of children and in the development of self-esteem
- ✓ To plan and deliver activities that meet the EYFS framework that are suitable to the age range of children in your care and individual requirements
- ✓ To monitor individual or group achievement of key objectives and feedback as appropriate
- ✓ To record your key person children's developmental progress in line with nursery procedures, and National Standards
- ✓ To record information relevant to assessment and review, carrying out appropriate administrative tasks related to progress
- ✓ To liaise effectively with others in the team, parents/carers, external agencies and other relevant stakeholders, sharing and providing information as appropriate and acting on advice given
- ✓ To monitor and provide for the general care, safety and welfare of children (where learners have SEND that includes the need for personal care, provide this within the H&S guidelines, as necessary)
- ✓ To support with the day-to-day management of the learning environment including being responsible for the care and preparation of teaching aids, equipment, displays, materials as appropriate
- ✓ To undertake induction training, participate in the staff review/appraisal/performance process and make use of professional development opportunities
- ✓ To carry out the duties of the post in ways which contribute to a supportive working environment within the nursery
- ✓ To adhere to and maintain nursery/school policies, routines and codes of conduct and support the ethos of the nursery
- ✓ To attend staff meetings, where appropriate and relevant, and other activities held outside normal hours
- ✓ To understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies
- ✓ To have an understanding of special educational needs and disabilities as defined in the SEND Code of Practice 2015
- ✓ To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents/carers, learners and members of the general public
- ✓ To be responsible and accountable for carrying out the post with regard to the school's Safeguarding Policy, Equal Opportunity Policy, Health and Safety Policy and Health and Safety at Work Act

SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

TRUST VALUES

- ✓ To uphold Trust values of Kindness, Respect, Positivity, Teamwork and Responsibility.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.