


Job title:	Nursery Nurse
Responsible to:	Headteacher and Deputy Headteacher
Manages/Supervises:	None
Location:	Finstock Church of England Primary School The post holder may be required to carry out work and/or training at any of the MILL Academy Schools as required.
Salary:	Grade 8
Hours:	Monday to Friday either 7.30am-2pm or 10am-4.30pm 32.5hours per week, Term time only
Disclosure level: 	Enhanced

Role Purpose:

To work under the instruction / guidance of the teacher or senior staff to deliver support to individual or groups of children to enable them to access learning and maximise their chances academically, socially, and morally.

Main responsibilities:

Support for Pupils

- Supervise and provide support for all pupils, including those with special needs, ensuring their safety and access to learning activities;
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Establish constructive relationships with pupils and interact with them according to individual needs;
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to interact with others and engage in learning under the guidance of the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher;
- Promote high standards of behaviour and attitude and develop independence.
- To support children with intimate care.
- To supervise children with eating during snack and lunchtime.

- Carry out the supervision of pupils out of lesson times, including before and after school (Breakfast club/After school club), breaks and at lunchtime;
- To be a key worker;
- To observe and assess learning
- To complete short written contributions to the record of their progress
- To welcome and settle the child at the beginning of sessions.
- To be responsible for home school liaison.
- To pass on knowledge and concerns about the child to the class teacher.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Contribute to the planning, preparation and delivery of provision and interventions.
- Contribute to observations and records of children's development.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2, early years recording achievement and progress and feeding back to the teacher;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To be responsibly, by agreement, for activities indoor and outdoor learning environments and to plan, prepare and display appropriate materials (this may include plants and animals).
- To contribute to the development of the EYFS and KS1 curriculum with specific areas designated.
- Deliver daily core and foundation subject lessons under the guidance of the teacher.

Support for the School and the Trust

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school including the school's Christian Distinctiveness and spiritual development.
- Appreciate and support the role of other professionals;
- Carry out the supervision of pupils out of lesson times, including before and after school wraparound care (Breakfast club/After school club), breaks and at lunchtime;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the trip leader.

Additional Responsibilities:

- To hold an Early Years Paediatric First Aid qualification.
- To administer medication, when necessary, in accordance with school policy.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve school outcomes and outputs, and personal appraisal targets, as agreed with the Line Manager.
- To undertake training and constructively take part in meetings, supervision, seminars, and other events designed to improve communication and assist with the effective development of the post and post holder.

- To be committed to the School and Academy's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the GDPR, Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the School's Health and Safety procedures, the Academy's Health and Safety Policy and relevant Health and Safety legislation.
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of pupils.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks commensurate with the grade as are required from time to time at the discretion of Headteacher.

Person Specification

Qualifications and Training	Essential	Desirable
Educated to GCSE, with good grades in Maths & English (C or better, or equivalent)	✓	
Excellent standard of literacy, spelling, grammar, and numeracy	✓	
Level 3 Early Years or Childcare qualification equivalent	✓	
Qualification or completed training course(s) in relevant ICT skills		✓
Paediatric First Aid Qualification	✓	
Food Hygiene Qualification		✓
Willingness to undertake relevant training	✓	
Experience		
Experience of working with children	✓	
Experience of supporting children in groups or 1:1	✓	
Experience within a school setting	✓	
Personal Skills		
Patient, calm and nurturing	✓	
Reliable, punctual, and responsible	✓	
Positive attitude and willingness to learn	✓	
Able to work well as part of a team	✓	
Flexibility to respond to changing needs	✓	
Resilient	✓	
Communication Skills		
Have excellent interpersonal skills and be able to communicate effectively whether verbally or in writing and in the manner appropriate to the individual situation	✓	
Ability to develop good relations with school leaders, school staff, the wider school community, and external stakeholders	✓	