



NURSERY NURSE

Key Purpose of the Job

Under the direction of the Nursery Nurse Lead Practitioner and Head of EYFS to provide support for pupils through curriculum learning and pastoral care and general support to the school and any designated teachers within the Early Years setting.

Key Deliverables

1. TEACHING AND LEARNING

- Assist in the educational and social development of pupils under the direction and guidance of the Head of Early Years.
- Work with individual pupils or small groups on individual/group targets set by the Head of EYFS
- Assist in the implementation of any Individual Education Programmes for children and help monitor their progress.
- Provide support for individual children inside and outside the classroom to enable them to fully participate in school activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist the Head of EYFS and Nursery Nurse Lead Practitioner with maintaining appropriate pupil records.
- Support children with emotional or behavioural problems and help develop their social skills.
- Staff will be expected to assist in preparing the classroom for lessons, and tidying up and keeping the classroom in good order both during and at the end of the lesson.
- To work across the Early Years as required in performing appropriate tasks relating to the skills and abilities of the member of staff. This could include curricular and extra-curricular activities such as cooking, arts and crafts, etc...

2. ADMINISTRATIVE DUTIES

- Prepare and present displays of children's work.
- Preparing displays as requested by the Head of EYFS relating to topics of study or class rules etc...
- Support the Head of EYFS in photocopying and other tasks in order to support teaching.
- To assist with the preparation of materials for activities under the direction of the Head of EYFS.

3. STANDARDS AND QUALITY ASSURANCE

- Support the stated aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings as required.
- Undertake professional duties that may be reasonably assigned by the Headmaster. This includes supporting the school with break time and lunchtime duties across the school as required; supervision of pupils and groups on school excursions and visits under the direction of the member of staff in charge of that activity; and helping at school events as required, such as Stay and Play sessions.
- Be proactive in matters relating to Safeguarding and Health and Safety.

4. OTHER DUTIES AND RESPONSIBILITIES

- Other reasonable duties that the Headmaster may from time to time ask the post-holder to perform.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or the Local Authority Designated officer.

Signed (Post holder)

Signed (Head)

Date