

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
L1682	Nursery Nurse	Grade 5	427 NJC	April 2008

### Statement of Purpose

Under the direction of a teacher, use specialist knowledge and experience to provide appropriate support to pupils in a nursery setting in relation to their individual abilities.

### Support for Pupils

- Support pupils' learning in the Nursery, including working with individuals, groups and whole classes using knowledge, experience, specialist skills and training.
- Use specialist knowledge/experience to provide appropriate support to pupils in relation to their individual needs.
- Contribute to the creation of an appropriate learning environment through display and classroom organisation.
- Contribute to the creation of appropriate learning resources.
- To contribute to the planning for and delivery of the early years curriculum.
- To contribute to the monitoring and evaluation of pupil responses to learning activities using a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within the school's disciplinary policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.

### Support for the Curriculum

- Use ICT effectively to support learning activities.
- Contribute to development of school policies and procedures by participation in working groups.
- The development, preparation and dissemination of appropriate materials.
- To be aware of, and maintain, specific school policies which relate to pupils in the classroom, i.e.; behaviour, equal opportunities and marking where applicable.

### Support for Parents

- To support the maintenance of positive links between home and school by making parents feel welcome, and develop links with other agencies.

### Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be involved in and contribute to whole school policy development.
- Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.

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- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.<sup>1</sup>
- Participate in training and other learning activities and performance development as required.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

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<sup>1</sup> Every effort should be made to ensure support is within contractual hours

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**Person Specification  
Nursery Nurse  
Level 3**

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Three years experience of working to support children’s learning, gained in a relevant environment.</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills at least equivalent to NVQ2 Level 2 in English and Maths.</li> <li>• NVQ 3 Early Years (or recognised equivalent qualification).</li> </ul>	AF/I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice.</li> <li>• An understanding of the foundation stage curriculum and birth to three.</li> <li>• In depth understanding of areas of learning, e.g. Early Years.</li> <li>• Understanding of principles of child development and learning processes.</li> <li>• Ability to plan effective actions for pupils at risk of underachieving.</li> <li>• Effective use of ICT to support learning.</li> <li>• Use of other equipment technology – video, photocopier.</li> <li>• Well developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>• Excellent communication skills.</li> </ul>	AF/I/PE

