



Reckleford Infant School and Nursery **Job Description - Nursery Nurse**

The Purpose of the Post

- to promote the aims, objectives and curriculum of the Nursery;
- to ensure that all children receive high quality teaching, a safe and inspiring environment and are happy and valued while they are in the nursery.
- to support nursery development priorities in curriculum and assessment with a key focus on raising standards;

Relationships

- The postholder is responsible to the Nursery Teacher; EYFS lead & HT
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them.
- Promotes, with colleagues, the philosophy of the nursery & school with the aim of improving teaching, learning and outcomes.

The Skills & Qualities of the Nursery Teacher

- NVQ 2 or 3 in Early Years Childcare or equivalent
- A sound knowledge of the Early Years Foundation Stage
- Ability to communicate to all children that they are liked and valued within their nursery & school
- A commitment to developing school ethos and aspirations to encourage the best from every child
- Plan and deliver high quality learning tasks and learning opportunities throughout the setting
- Confidence to support colleagues in their planning and delivery and assessment
- A clear understanding of what can make a child vulnerable in an educational setting and how to support a wide range of needs ie attachment difficulties
- Effective communication skills with all stakeholders
- Ability to coordinate nursery staff linked to the nursery
- Empathy with children
- Ability to liaise with parents, build working relationships and communicate high expectations
- Be organised, able to prioritise tasks, make decisions, manage time effectively

Planning and Teaching

- To be able to deliver stimulating, high quality, age/ability appropriate activities which follow our Early Years Curriculum for Key Children
- To develop and maintain a safe, stimulating and inspiring environment.

Support & Care

- To build positive relationships with all children
- Have a positive view to all protected characteristics
- To understand the potential causes and the most effective support for challenging behaviours
- To perform intimate care with respect and safety at all times

Assessment and Reporting

- To carry out accurate and purposeful assessments of Key Children, in line with assessment policies and systems, including summative and formative assessments.

- To competently use assessments to plan next stages of learning
- To meet with parents and carry out interviews and assessments and build positive relationships and share concerns if necessary
- To contribute to end of year reports for Key Children starting school and share with parents.

Staff

- To work as part of an effective team; listening to advice, asking questions, using initiative and communicating positively with all colleagues

Whole School Contribution

- To ensure effective communication throughout the nursery and school community.
- To ensure policies, procedures, risk assessments are followed.
- To keep abreast of trends and developments in education especially relating the Early Years education
- To fulfil targets set in Performance Management Reviews
- To ensure attendance registers are marked, taking note of absences and lateness and taking appropriate actions when required.

Partnerships

- Establish a rapport with parents/carers, ensuring effective two-way communication on a daily basis.
- To work in partnership with parents/carers including providing support and advice in relation to their child's education and care.
- To work in partnership with school staff including the Reception Teacher, EYFS Lead and SENCO.
- To work in partnership with outside agencies including CSC, HV, SALT etc.

GENERAL

- Safeguarding is everybody's responsibility. You must know the school procedure for recording and reporting concerns and support other colleagues to do so. You must attend yearly safeguarding updates & training and full 'basic awareness' training every 2 years.
- Make a full contribution to the life of the school, supporting colleagues in their work for the school.
- Follow all school policies and procedures and take part in the review of these as appropriate
- Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised Trade Unions.
- You may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your training needs and the needs of the school.
- This post is subject to a DBS check being carried out at an Enhanced level regarding any previous criminal record and self-disclosure including disclosure by association being completed.