VAUGHAN PRIMARY SCHOOL
JOB DESCRIPTION NURSERY NURSE (Level 3)

Job Summary:

1. To be a member of a multi-disciplinary Foundation Stage team working together under the direction of the Class teacher.

2. To provide a broad, balanced, stimulating and differentiated curriculum that meets each child’s needs.

3. To provide a high quality education and care for children in the school, in partnership with their parents and carers.

4. To implement agreed school and LA policies.

Main purpose of the job:

1. To contribute and plan for the preparation, delivery and evaluation of learning experiences, that will enhance children’s physical, intellectual, emotional, social and moral development.

2. To contribute to the provision and maintenance of a healthy, stimulating, safe and aesthetically pleasing learning environment.

3. To develop and maintain professional links with parents and carers, other agencies working with the school, the local community and the Authority.

Duties and Responsibilities:

1. Work as a member of a team, contributing to the planning for preparation, delivery and evaluation of learning experiences that will enhance children’s physical, intellectual, emotional, social and moral development.

2. Be responsible for working with groups of children on planned learning experiences as agreed by the class teachers (e.g., literacy, creative work, group time, maths, science, IT). Prepare, set-up, manage and clean up materials and equipment, in both indoor and outdoor learning areas.

3. Work with the teacher in the overall observation, assessment and recording of the development of individual children with reference to the school’s policies, Foundation Stage and Ofsted regulations.

4. Be responsible for elements of record keeping and planning.

5. Foster children’s independence, self-reliance and interdependence.

6. Take small groups of children out of school to develop their interests in their local environment.

7. Plan and implement group activities.

8. Provide a model of best practice in Early Years education for visiting Professionals from within and beyond the Borough.

9. Support children with a variety of Special Education Needs within the classroom environment, contributing to IEP’s as appropriate. (Staff may be required to carry out basic medical procedures, for which training would be given).

10. Support children with special educational needs by contributing to reviews and case conferences, working in co-operation with other agencies.

12. To plan and evaluate daily, weekly and each term to meet the needs and interests of children, including those with specific educational needs.

13. Maintain effective, professional relationships with colleagues.

14. Maintain good order and discipline amongst the pupils, both on the premises and when engaged in school activities elsewhere.

15. Attend and contribute to staff meetings.

16. Contribute to whole school policies and ensure their implementation.

17. Implement the School’s equal opportunities policy fully and to work actively to overcome discrimination and stereotyping. Provide an environment that allows for consideration of the children’s ethnic, cultural, linguistic backgrounds and gender.

18. Administer first aid and comfort to sick children appropriately.


20. Share in making decisions and recommendations about practice, routines and organisation or space, to maximise the achievement of all children.

21. Contribute to the selection and maintenance of resources.

22. Be aware of Health and Safety issues and the welfare of the children at all times.

23. Be responsible for the maintenance and development of a curriculum resource area/focus.

24. Maintain effective and professional relationships with parents, meeting with them as appropriate to share information. Develop home/school links by participating in home visiting, encouraging and promoting parental involvement in a range of school activities, maintaining confidentiality at all times.

25. Liaise regularly with colleagues in order to provide support for parents in enhancing the overall development of the child.

26. Work in partnership with parents and carers. Inform and involve parents/carers in their child’s progress through daily informal contacts, term time contacts, consultations and curriculum workshops.

**Flexibility**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specified above. Such duties will fall within the scope of the post.
VAUGHAN PRIMARY SCHOOL
PERSON SPECIFICATION – NURSERY NURSE

- NNEB or NVQ Level 3 Nursery or EYFS qualification essential
- First Aid certificate desirable – although training will be given
- A team player, able to work with staff and to show initiative when appropriate
- Keen, enthusiastic and a positive team player
- Good communication skills, both oral and written
- To be able to contribute towards planning, make observations and as appropriate write reports
- To have a vision of what good early years learning is all about
- To see the Foundation Stage as part of Vaughan Primary School
- Have an awareness of equal opportunities, inclusion and children within a challenging environment
- To be able to keep confidentiality, not to be judgemental and to undertake appropriate child protection courses
- To attend INSET, parents meetings and to contribute to the team spirit at Vaughan
- Lastly, to work hard, enjoy your job and to have a good time. Children like people who are fun to be with