Vaughan Primary School

Job Description

Job Title: Nursery Nurse NNEB/Level 3

Reports to: Headteacher

Salary: G3 Pt 9 - Pt 10 (£11321 - £11476)

Employment Type: Part-time 18.5 hours – Monday 8.15am- 4.00pm, Tuesday 8.15am - 4.00pm and Wednesday morning 8.15am -12.45pm. Permanent from 1st September 2018

Employment start date: September 1st 2018

Job Summary:
1. To be a member of a multi-disciplinary Foundation Stage team working together under the direction of the Class teacher and the Early Years Phase Leader.

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 (eg 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.

27. Participate in formal parents’ meetings.

28. At the direction of, and in conjunction with the Headteacher, EYFS phase leader and Class teacher, supervise Nursery Nurse students.

29. Work co-operatively with the Dental Health Department. Take part in health education programmes where appropriate.

**Flexibility**

In order to deliver services effectively, a degree on 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.