# logo2rSt. Michael’s CE VA Primary School

# Nursery Nurse Job Description

Job Title: Nursery Nurse

Responsible to: Class Teacher and Senior Leadership Team

# Main purpose

* To undertake work/care/support programmes to enable access to learning and appropriate challenge for pupils and to assist the teacher in the management of pupils and the classroom.
* To work under the guidance/instruction of the teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.
* Work may be carried out in the classrooms or outside the main teaching area.

### Duties and Responsibilities

**Support for pupils:**

* To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported and challenged;
* To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
* To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:

clarifying and explaining instructions;

ensuring the child/ren are able to use equipment and materials provided;

assisting in weaker areas or challenging the most able;

helping children to concentrate and complete work set;

meeting physical needs as required whilst encouraging independence;

developing appropriate resources to support learning;

providing support for individual children inside and out of the classroom to enable them to interact with others and engage in activities led by the teacher.

* To establish a constructive relationship with pupils and interact with them according to individual needs;
* To promote the inclusion of all children. This may include:
* supporting students with physical disabilities including personal care
* work flexibly according to the needs of the child
* support students in lessons, small groups and 1:1, to enable students with specific learning needs to access their curriculum
* provide feedback and records of progress/difficulties to the SENCo as appropriate
* undertake administrative tasks at the direction of the SENCo, including assisting with routine student testing
* promote student independence and develop students’ confidence and self-esteem
* To set demanding and challenging expectations and promote self-esteem and independence;
* To provide the necessary pastoral care to enable children to feel secure and happy;
* To provide feedback to pupils in relation to progress and achievement;
* Be engaged in the development of the school, taking part in peer review processes, and contribute to the improvement of the school.
* Safeguard children’s wellbeing and ensure the maintenance of public trust in the teaching profession as part of their professional duties
* Support the school is becoming more sustainable and make every effort to be climate aware and active within the school

**Support within the EYFS**

* Help maintain a clean, tidy and child-friendly environment for both children and colleagues;
* Ensuring the nutrition needs of all children are met for meals, snacks and drinks, including close supervision of the children whilst eating;
* Managing and teaching important life skills including personal and food hygiene and social skills
* Coordinating and creating activities for children including play, crafts, reading and outdoor activities.
* Updating parents and guardians on their child’s development through Tapestry.
* Making sure the children’s emotional wellbeing is provided for at all times.
* Creating an engaging and stimulating environment for the children to interest them in learning.
* Implementing and understanding the EYFS and SEND frameworks and drafting of relevant plans.
* Applying the foundations of literacy and numeracy
* Promoting and building strong parent partnerships to facilitate the development of the children.
* Applying a qualified knowledge of first aid, security and health and safety.

**Support for teachers**:

* Assist the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
* Monitor pupil’s responses to learning activities and accurately record achievement as directed;
* Provide detailed and regular feedback about the children to the teacher (and SENCo where appropriate);
* Contribute to the maintenance of children’s progress records;
* Participate in the evaluation of support programmes;
* Promote excellent behaviour, dealing promptly with conflicts and incidents in line with the Behaviour for Learning Policy and encourage children to take responsibility for their own behaviour;
* Establish constructive relationships with parents/carers;
* Administer tests and assessments and undertake marking of children’s work under direction of class teacher;
* Support class teachers in photocopying and other such tasks in order to support teaching

**Support for the Curriculum**:

* Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum;
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use

**Support for the School**:

* Be fully aware of and comply with all school policies and procedures, especially those related to child protection and health and safety, confidentiality and data protection and Code of Conduct; reporting all concerns to a Designated Senior Person or teaching staff in their absence;
* Ensure all pupils have equal access to opportunities to learn and develop;
* Contribute to the Church School ethos and aims and vision of our school;
* Provide an inspiring, supportive and aspirational environment, built on Christian values, which actively promotes equality and diversity.
* Be part of a learning culture which is committed to the pursuit of excellence and achieving the vision for the school.
* Build strong and effective partnerships with parents, the wider community and beyond.
* Promote a positive learning culture, that is safe, exciting and challenging for all and develops the spirituality of all.
* Appreciate and support the work of other professionals, liaising with and consulting colleagues;
* Attend and participate in meetings as required and be proactive in reading minutes;
* Engage in Continued Professional Development and Learning, supporting our learning for all culture;
* Contribute to reviews of pupils’ progress as appropriate;
* Prepare and present displays of children’s work as required;
* Undertake duties from time to time as required by the Headteacher, this may include break and lunch duties. Proactively engage in these duties to support children’s social and emotional development.

**Arrangements for appraisal of performance**

The role of the TA will be monitored through the school performance management programme and by class teachers or members of the SLT.

This job description will be reviewed annually as part of this process.

*Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the postholder will carry out.*

# Notes

This job description may be amended at any time in consultation with the postholder.

Headteacher / line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_