



NURSERY NURSE (GENERAL) – (NN1)

Summary of main conditions of service and full job description evaluated according to the Council's job evaluation scheme.

Duties Include:

The Nursery Nurse will be responsible to and work under the direction of the class teacher or Early Years leader. They will contribute to the overall ethos, work and aims of the school and participate in training and other learning activities as required.

Working Pattern:

- Term Time Only (TTO) or All year round (AYR)
- Full time hours are 36 per week.

Conditions of Service Applicable:

- NJC for Local Government Services (Green Book)

Grade:

- Scale 5

Pay Points:

- Spinal Column Points 12-15

JOB DESCRIPTION

Nursery Nurse (General) – (NN1)

Grade: Scale 5

Purpose of the Job

The Nursery Nurse will be responsible to and work under the direction of the class teacher or Early Years Leader. They will contribute to the overall ethos, work and aims of the school and participate in training and other learning activities as required.

Main Duties

1. Be a key worker for a group of children, observing and assessing their learning and making contributions to the records of their progress.

2. Through interaction, observe, record and assess the needs of individual children.
3. Assist the teacher to plan and organise children's learning through play and appropriate learning experiences.
4. Assist the teacher to monitor and evaluate children's progress.
5. Keep records of children's development, as required by the school.
6. Promote personal, social and emotional development (PSED) through good health, safety and caring practices.
7. Under the direction of the teacher to plan and provide appropriate learning experiences for children with special educational needs and gifted/talented children.
8. Assist teaching staff in planning the delivery of the curriculum for individuals and groups.
9. Actively engage in the delivery of teaching and learning activities developed in conjunction with teaching staff.
10. Liaise with' parents and carers as appropriate and assist teaching staff in liaising with outside agencies and the community.
11. Under the direction of the teacher to plan and implement specific programmes for children for whom English is an additional language.
12. Responsible, with teaching and other staff, for children participating in school outings.
13. Adheres to health and safety guidelines and practices at all times.
14. Ensures that equal opportunities policy and practice are applied at all times.
15. Support and develop parental participation and good relations with the community.
16. Participate in visits and functions outside of school hours if required on an exceptional basis.
17. Responsible for initial reporting on child protection matters.
18. Under the direction of the teacher, assists in supporting children and families through crisis.

19. Be involved in the purchasing, utilising and maintaining appropriate resources associated with delivering the curriculum.
20. Work collaboratively with other professionals from a variety of disciplines (e.g. speech therapists, psychologists, health visitors.)
21. Take responsibility in the absence of the teacher for short periods when the teacher leaves the room or nursery area.
22. Administer under supervision prescribed drugs and medical procedures to specific children following appropriate training.
23. Under the direction of the teacher devise and assist with the implementation of individual feeding and toileting programmes as required.
24. As directed, take responsibility for an area of the EYFS curriculum.
25. As a key worker take responsibility for sharing information about children's progress with their parents, and complete formative and summative records.
26. As directed, take responsibility for developing and maintaining formal and informal links with local playgroups and other EY networks, and after school care groups.
27. Assists with the supervision of student nursery nurses and other students and work placements, including the preparation of a suitable work programme, support and assessment.
28. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the School.
29. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
30. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection

April 2021