

2. Nursery Nurse (NNEB) Job Description



Rokesly Infant and Nursery School

Hermiston Avenue

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Head teacher: **Grant Bright**



NURSERY NURSE (NNEB or NVQ Level 3 equivalent) required for November 2020

Scale 6 Spine point 18-20 (32.5 hours per week 8.30am to 3.30pm)

At Rokesly...

Our community is warm and welcoming

Learning is fun and fascinating

We celebrate the things that make us special

We challenge ourselves to go further

Main Objectives of post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. To contribute to the provision and maintenance of a healthy, safe and stimulating environment. To develop and maintain professional links with parents, other agencies working with schools, the local community and the Authority.

Main Duties

1. To take responsibility for working with groups of children on planned learning experiences including preparing, setting up, managing, clearing up materials and equipment, in both indoor and outdoor learning areas.
2. To take a role in the delivery of the Foundation Stage curriculum including the Literacy and Numeracy programmes distributing and receiving homework as appropriate.
3. To deliver learning activities to whole classes within an agreed system of supervision, adjusting activities according to pupil responses/needs.
4. To make observations of children's play, progress and behaviour, discussing any significant matters with the staff of the class or unit.
5. To assist in assessment and record keeping, including Foundation Stage profiles, using Information Technology as appropriate.
6. To foster children's language development, and where appropriate, encourage and support the use of home languages
7. To foster children's independence, self-reliance and interdependence.
8. To assist children to acquire life skills including toileting, feeding, and washing.
9. To take small groups of children out of school to develop their interests in their local environment and to support teachers on organised school trips.
10. To support children with a variety of Special Education Needs (SEN) within the class room environment.
11. To undertake to clean up and change any child in the Foundation Stage with Special Educational Needs as part of the daily routine of that child or any other children of the Foundation Stage who accidentally soil themselves.

12. To attend Special Needs review meetings and contribute to any discussions regarding the progress of children in your care. To ensure that children with special needs are fully integrated into the class and to ensure that the requirements of the Disability Discrimination Act and the borough's inclusion policy are implemented.
13. To be aware of any particular health problems of a child and with the knowledge of a class teacher and following appropriate training, and if willing, to give necessary regular treatment of medication with the written consent of parent or carer.
14. Support new children admitted into school, and liaising with local Primary schools as directed by the head teacher.
15. To maintain effective, professional relationships with colleagues, e.g. Support Teacher, Physiotherapists, Speech Therapists, and Psychologists and to carry out programmes recommended by professional staff.
16. To maintain good order and discipline amongst the pupils, both on the premises and when engaged in school activities elsewhere in line with the school's behaviour management policy.
17. Supervise children in the playground during duty and during lunchtime meals and assist with milk and fruit time.
18. To attend and contribute to staff meetings
19. To be familiar with school policies and ensure their implementation.
20. To be aware of government initiatives and to contribute to their implementation.
21. To implement the School's equal opportunities policy fully, and to work actively to overcome discrimination and stereotype.
22. To render basic first aid as appropriate
23. To be aware of Child Protection issues, identifying and monitoring suspected child abuse and children at risk, report to the designated Child Protection Officer.
24. Sharing in making decisions and recommendations about practice and organisation of space to maximise the achievement of all children.
25. To contribute to the selection, making and maintenance of resources.
26. To maintain effective and professional relationships with parents, meeting with them as appropriate to share information and to develop home/school links by encouraging and promoting parental involvement in a range of school activities maintaining confidentiality at all times.
27. To support children with SEN by contributing to reviews and case conferences, working in co-operation with other agencies.
28. To participate in formal parents meetings.
29. To assist and support new starters, volunteers or student placements as part of the schools induction programme.
30. To work co-operatively with school health professionals, taking part in health education programmes as appropriate.

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs
7. To be aware of and to actively implement Haringey's Equal Opportunities Policy and the school's Race Equality Policy.

Rokesly Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Positions are subject to Safer Recruitment checks, including references and an enhanced DBS check.