

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Job Description

Job Title: Nursery Nurse

Grade: 3-4 depending on experience

Salary (Pro rata): £28,521 to £30,630

Hours: 32.5, including 1 hour staff meeting per week

Weeks: 38 weeks - Pro rata

Purpose of Job: To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well being of all pupils.

Duties and responsibilities

Duties and Responsibilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

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| 1 | To take every opportunity to support child development through play in all areas of the Early Years Foundation Stage. This includes indoors, outdoors and offsite. |
| 2 | To be the Key person for a group of children which includes recording their progress in accordance with school procedures, and reporting to Class Teachers/Senior Nursery Practitioners |
| 3 | To give feedback to children and their families on their attainment in order to promote further progress. |
| 4 | To work with the class teacher/SENDCo to identify and respond appropriately to children's individual needs, assisting children in areas of specific difficulty. |
| 5 | To assist the teacher in setting appropriate learning and behaviour expectations of children and supporting children appropriately to achieve these. |
| 6 | To help promote and reinforce children's self-esteem, encouraging inclusion of children with special educational needs. |
| 7 | To help create and maintain a purposeful, orderly and supportive environment for children's learning, ensuring that children are able to use equipment and materials provided. |

8	To encourage children's independence when learning new skills such as feeding, toileting and dressing.
9	To liaise where necessary with other agencies concerned with children in the Nursery, e.g. Pediatrician, by giving information and seeking advice as necessary.
10	To provide information that supports the preparation and review of Support Plans (SP's) and to action appropriate tasks from SP's.
11	To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
12	To work alongside other adults, including teachers, trainee teachers, and other support staff.
13	To take turns in delivering group times (whole group and Keyperson small groups) in a range of subject areas.
14	To supervise children during lunchtimes if required.
15	To maintain confidentiality at all times with regard to both supported children and the wider school and to follow the GDPR policy.
16	To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours.
17	Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
18	To assist in the training of students as required.
19	To attend staff meetings and training sessions during basic working hours and to be conversant with school policies and procedures.
20	Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.