

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Nursery Nurse</b>
<b>Academy:</b>	<b>Westgate Hill Primary Academy</b>
<b>Reporting to:</b>	<b>Head of School</b>
<b>Salary/Pay range:</b>	<b>SCP 11-17 FTE £21,748 - £24,491</b>
<b>Hours of work:</b>	<b>37 Hours per week, Term Time Only plus 5</b>

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### **Purpose of Job**

Under the direction of the Head of School or other designated teacher provide for the care and welfare of specified children within the educational establishment and assist the teacher in the education process.

### **Main Duties and Responsibilities**

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

- Participating in the curriculum planning process within the guidelines established by the teacher.
- Supervising groups of children alone for limited periods and participating in the general activities of the children within the classroom, including giving sensitive support and intervention in children's play.
- Contact with parents including informal daily contact, meetings concerning the education and welfare of children, meetings concerning non-educational matters etc.
- Undertaking occasional home visits jointly with the teacher.
- Contributing to the development of children's learning skills.
- Participative involvement as a member of a professional team in assessment of children. This includes giving relevant feedback to the teacher regarding the social, emotional, intellectual and physical needs of the children.
- Active involvement in the provision of an effective learning environment.
- Assisting in record keeping.
- The provision of general care and welfare responding appropriately to the physical, social, emotional and educational needs of the children. This would include cleaning and re-dressing children who had soiled themselves.
- Undertaking a major responsibility for the creation of a safe environment for children both within and outside the classroom.
- Supervising pupils during break times, lunch times, on arrival and departure.
- Attending to sick or injured pupils and where appropriate taking such pupils home.
- Promote and implement the School's/Council's equal opportunities policies in all aspects of employment and service delivery.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required