

<b>Job title</b>	Early Years Educator (Nursery Nurse) – Level 3	<b>Grade</b>	LBR 7
<b>School</b>	Newbury Park Primary School		
<b>Reports to</b>	EYFS Phase Group Leader		
<b>Responsible for</b>	N/A		
<b>Purpose of job</b>			
<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Planning, preparing and delivering learning activities for individuals, groups or whole class, monitoring and assessing pupils and recording and reporting their progress.</p> <p>To be a keyworker for a group of children.</p> <p>To take individual responsibility for keyworker role development or whole-school policy development in a specific area.</p>			
<b>Main duties and responsibilities</b>			
<p>Participating in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEP's).</p> <p>Preparation of the learning environment, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.</p> <p>Taking responsibility for a group of children for varying types of activity, under the direction of a teacher.</p> <p>Supporting children who are identified as having Special Educational Needs (SEN) or English as an Additional Language (EAL), by organising the implementation of IEP's set by other professionals.</p> <p>Accompanying children on outside activities (e.g. educational visits, etc.)</p> <p>Encouraging the children's development, independence, self-reliance, initiative and problem-solving skills.</p> <p>Observing children's activities and contributing to their written records</p> <p>Working in a non-discriminatory way, being aware of difference and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential.</p>			

Taking responsibility for work experience students acting as mentor and adviser. Working with the class teacher and headteacher in the supervision and assessment of students working for NVQ level 3 or childcare qualifications. Inducting, training and mentoring less experienced staff.

Maintaining respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs

Being supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.

Attending to the needs of sick or injured children. Applying First Aid as necessary, recording accidents and attending to children who are unwell until they are collected

Assisting with support for children who are identified as having special requirements (including those with complex needs), by assisting with performance of clinical procedures which may be undertaken by non-health qualified staff eg. administering prescribed medicines, catheter care, tracheostomy care etc

Dressing and undressing children whenever necessary throughout the day, arrivals, departures, playtimes and Physical Education (P.E.) classes.

Feeding children unable to feed themselves and supervising drinks at breaks, liaising with the other professionals (e.g. Speech Therapist), where necessary.

Moving and handling children, where necessary, following Health and Safety guidelines.

Assisting individual children with their mobility and independence training, including the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist and Physiotherapist etc.

Toileting continent children, with assistance from colleagues where it has been assessed that more than one member of staff is required. (*This does not include children requiring specialist nursing skills e.g. catheters*). Occasionally, changing continent children who have soiled, with help from colleagues.

Any other duties consistent with the purpose and grade of the post.

---

### **Keyworker Responsibilities**

Overseeing the introduction and settling in process for children and families into the school/centre, including initial home visit with parent, giving initial information on school/centre policies.

Taking responsibility in planning, tracking and evaluating.

Setting individual targets and monitoring progress.

Carrying out a full record keeping programme for each child according to school/centre policy.

Being the first contact for key parents.

Setting targets and reviewing IEPs, in collaboration with the Special Educational Needs Co-ordinator (SENCO).

Initiating and implementing IEPs according to school policy.

Liaison with outside agencies e.g. Speech Therapists.

Registration of the children.

Liaising with other professionals involved in the child's welfare (speech therapist, health visitor, support teacher etc.).

Supporting and including children with SEN and to attend case conferences and reviews on own or with teacher as appropriate.

**Lead role in whole-school improvement in an aspect of an area of learning**

**Examples might involve:**

Timetabling and planning group movement / physical development.

Planning and implementing provision for physical development and aspects of creative development.

To liaise with EYFS Phase Group Leader and Inclusion lead as required. To ensure that all children with EAL make good progress. To develop a close partnership with families from minority ethnic groups

## General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

**Person specification**

Job Title	Early Years Educator (Nursery Nurse) – Level 3	Grade	LBR 7
School	Newbury Park Primary School		
<p><b>Education and Qualifications:</b></p> <ul style="list-style-type: none"> <li>• NNEB qualification or equivalent</li> </ul>			
<p><b>Experience/Knowledge/Skills:</b></p> <ul style="list-style-type: none"> <li>• Significant experience of working with or caring for children at Foundation Stage, including those who may have special needs.</li> <li>• A sound understanding of early childhood development and learning.</li> <li>• Ability to undertake individual assignments above routine EYE work.</li> <li>• Training in the relevant learning strategies.</li> <li>• First aid training/training as appropriate is desirable.</li> <li>• Understanding of relevant polices/codes of practice and awareness of relevant legislation.</li> <li>• Good working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Good numeracy and literacy skills.</li> <li>• Ability to effectively use ICT to support learning.</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</li> </ul>			

**Other job requirements:**

- Enhanced CRB check.
- Due to close contact with pupils/ high exposure to bodily fluids, will require Hepatitis B vaccination.