



Churchfields Infants School
School Support Staff (Nursery Nurse)
Job Description



JOB DESCRIPTION - Early Years Educator (Nursery Nurse) – Level 2

Salary Grade	LBR6
Hours	2 days per week School time 39 weeks + holiday pay

Purpose of the post

- 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.

Main duties and responsibilities

- Participating in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEP's).
- Preparation of the learning environment, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.
- Taking responsibility for a small group of children for varying types of activity, under the direction of the teacher.
- Supporting children who are identified as having Special Educational Needs (SEND) or English as an additional language (EAL), by organising the implementation of IEP's set by other professionals where appropriate.
- Accompanying children on activities outside of the school (e.g. park, bus trip etc.).
- Encouraging the children's development, independence, self-reliance, initiative and problem-solving skills.
- Observing children's activities and contributing to their written records.
- Working in a non-discriminatory way, being aware of differences and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential.
- Maintaining respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to the children's needs.

- Being supportive and welcoming to parents, recognising the expert knowledge they have of their children and encouraging and valuing 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 e.g. administering prescribed medicines, catheter care, tracheostomy care etc.
- Dressing and undressing children whenever necessary throughout the day, arrivals, departures etc.
- 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, including initial home visit with parent, giving initial information on school 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 policy.
- Being the first contact for key parents.
- Contributing towards the setting of targets and reviewing IEPs, in collaboration with the Special Educational Needs Co-ordinator (SENCO).
- Initiating and implementing IEPs through regular liaison with Teaching Assistants, 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.

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. This job description does not form part of the post holder's contract of employment.