

## Job Profile

<b>Job Title:</b>	<b>Nursery Nurse</b>
<b>Reports to</b>	<b>Foundation Stage Leader</b>
<b>Job Profile:</b>	<b>CAT0027FBA</b>
<b>Hours:</b>	<b>Part Time, Term Time Only</b>
<b>Location:</b>	<b>The Flying Bull Academy, Portsmouth</b>

### Function of the post:

To work as part of a team to support the emotional and learning development of Early Years aged children in a child-centred environment whilst maintaining high standards of childcare and good behaviour.

To provide appropriate support and advice to ensure pupil needs are met and children are fully supported in their transition to primary school academy, and during their first year at school.

### Principal Accountabilities:

1. Work with individuals or small groups of pupils in the classroom under the direction of the Nursery Class teacher
2. Support and take an active role in the planning, preparation and delivery of teaching for pupils in the Nursery Class
3. Support the teacher in managing behaviour and implementing specific interventions to support the learning of pupils in the Nursery Class
4. Support pupils in their social and emotional well-being with support to regulate, reporting problems to the teacher as appropriate and in line with academy policy
5. Contribute to plans for the preparation of indoor and outside learning environments and resources, and ensure areas are clean and tidy after use, creating a safe, vibrant and engaging environment for learning
6. Support the Nursery Class Teacher in making and recording observations and assessments which lead to improved pupil progress
7. Support children's learning through play and teacher led activities, based upon the EYFS curriculum, meeting the diverse needs of individual children
8. Contribute to plans for and participate in educational off-site visits
9. Support pupils using ICT in the class room
10. Assist pupils with eating, dressing and hygiene, including toileting, as required, whilst encouraging independence.
11. Provide appropriate advice and support to parents, carers, guardians and external organisations to ensure the needs of children moving to a primary school have been robustly assessed and that pupils and parents, guardians, carers have a positive first year experience.
12. Attend weekly planning meetings and training sessions as required to contribute to the enhancement of the Nursery provision.

**Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

**Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

**Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

**Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

**Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

**Safer Recruitment:**

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

### Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced through</b>
<b>Knowledge and Qualifications</b>	<p>GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level</p> <p>Level 3 NVQ/CACHE qualification in childcare or equivalent</p> <p>Current knowledge of the EYFS curriculum and assessment</p> <p>Evidence of continual professional development that is relevant and appropriate to the post</p> <p>Knowledge of current national policies relevant to child protection and health and safety within a primary school environment</p> <p>Qualified as a First Aider at Work, or willingness to train</p>	<p>Working knowledge of a Primary school</p>	<p>Application Interview References</p>
<b>Skills</b>	<p>Skilled in using child development knowledge to identify strategies to support learning and nurture development</p> <p>Ability to build strong working relationships for the benefit of pupils, communicating clearly and effectively with a wide range of individuals including pupils, colleagues, parents, carers and the local community</p> <p>Able to following detailed instructions from the teacher and contribute to decisions about learning programmes.</p> <p>Demonstrate the correct use of spoken and written standard English</p>	<p>Able to write observations and keep clear records which contribute towards the EYFS profile</p> <p>Able to change and adjust learning activities to improve pupil progress and address any misconceptions</p>	<p>Application Interview References</p>
<b>Experience</b>	<p>Previous experience of working as a Nursery Nurse in a primary school setting, or equivalent experience</p> <p>Experience of establishing effective relationships with parents and pupils to support the learning process</p> <p>Experience of consistently and effectively implementing agreed behaviour management strategies</p>	<p>Experience of working within an Academy</p> <p>Experience of successfully engaging pupils with a range of differing needs and starting points and enhancing their progress</p>	<p>Application Interview References</p>

<b>Personal attributes</b>	Patient and understanding, putting the needs of the pupils first  Understand the need for confidentiality at all times  Willing to work flexibly as the needs and demands of the school fluctuate  Ability to be reflective and self-critical and to respond to feedback  Strong working ethos with a high level of commitment to the school, its pupils, its ethos and its values.		Interview References
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January 2022