

# Job Description

<b>Post Title:</b>	<b>Nursery Nurse 3</b>	<b>Post No:</b>	<b>JD47</b>
<b>Department:</b>	Education	<b>Grade:</b>	TBA
<b>Responsible to:</b>	Nursery/Reception Teacher/Senior Staff		
<b>Responsible for:</b>	Nursery Nurses, Teaching Assistants		
<b>Functional links with:</b>	Pupils, Teacher, Parents, Carers or other School Staff		

## Main purpose of the job:

- Working in partnership with the teacher or senior staff to implement agreed work programmes to enable access to learning for pupils, including those with special needs and to assist the teacher in the management of pupils and the classroom. This could include those requiring detailed and specialist knowledge in a particular area and will involve assisting in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. They will need to respond to questions and generally assist pupils and junior staff to undertake set activities

## Major Duties and Responsibilities:

1. Support teachers in ensuring all pupils' continuing educational development which may include the use of specialist skills/training/experience and through establishing constructive relationships and contributing to Individual education plans/behaviour plans
2. Support teacher in fostering attractive learning environments to ensure that pupils spend time in stimulating surroundings
3. Prepare, maintain and use equipment. Resources required meeting plans/relevant learning activity and assisting pupil in the use
4. To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education
5. Determine the need for, prepare and maintain general and specialist equipment/resources required to meet lesson plans/relevant activities
6. To supervise/monitor members of the team in their duties within the classroom
7. To promote a good role model for learning

## Resources:

- None

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**Job Activities:**

- To work with the teachers to plan and prepare specific programmes of work for groups within the framework of whole class planning
- Assist the teacher in learning activity/teaching programmes, adjusting activities according to pupil responses, especially those requiring specialist support
- Support the teacher in supervising and provide particular support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in agreed activities
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. Assist in the display of pupils work
- Assist and develop with the planning of learning activities by observing and monitoring pupils' responses to these and accurately record problems, achievements and progress as directed
- To establish constructive relationships with parents/carers and also effective liaison with other agencies both internal and external
- Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff on out of school activities as required
- Work within pre-determined guidance, policies, and procedures and be aware of the schools educational and behaviour policies. Be aware of Health & Safety and Child Protection policies and issues
- To review such policies with the teacher in light of any new legislation of DCSF initiatives
- Maintain equipment and resources used including preparation of classroom and outside areas as required
- To work closely with Students and Helpers and guide them in their day to day work ensuring such work meets with schools policies and standards
- To supervise and encourage independence during routine tasks, such as milk time, toileting and the end of class. Attending to any personal toileting needs as necessary. To render first aid as required
- To increase own knowledge by attending courses as necessary
- Act as a role model and setting high expectations
- Attend and participate in meetings, training and other learning activities as required thus enhancing your knowledge and skills
- To provide help and assistant with any medical requirements, i.e. inhalers, epi pens as necessary. Act as first aider as required

<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>
	<b>Line Manager:</b>	
	<b>Job Assessor:</b> <i>(if required)</i>	

