



Job Title: Nursery Nurse H6

JOB OUTLINE

To effectively manage a class team in the absence of a teacher; running a fully differentiated curriculum and providing a real quality education for all pupils, to take account of their learning and additional difficulties. This includes planning and leading lessons when covering class teachers for middle management time, Planning and Preparation Time (PPA) and Annual Review cover.

Additionally Nursery Nurses will support the staff and school by taking responsibility for an identified area (to be negotiated with the successful candidate)

Holidays must be taken when the school is closed.

DUTIES

The jobholder need not fulfill all of the duties but must be spending at least 70% of his/her time on some or all of the duties in **bold** script.

- **Supervise whole classes during the short-term absence of a teacher, to enable the teacher to have management time, planning and preparation time or attend a meeting.**
- **Planning for and leading lessons in line with the school curriculum and Schemes of Learning.**
- **Use specialist curricular knowledge or experience to support pupils' learning.**
- **Carry out associated record keeping and report writing, reporting back to the class teacher.**
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Assist with the planning and delivery of individual education plans (or other pupil-specific plans).
- Monitor and evaluate pupils' progress and maintain pupil records.
- Liaise with parents, carers and professional staff (such as educational psychologists) in order to promote the learning objectives of each pupil.
- Manage the behaviour of pupils to ensure a constructive learning environment.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- To take responsibility for pupils' safety, supervision and recreational activities at break and lunch times, sometimes in overall charge of an area.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- Be aware and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, and report all concerns to an appropriate person.
- Assist with swimming and hydrotherapy. This will involve changing the children, supervising from the side of the pool and swimming with the children when required.
- Attend staff meetings and contribute to discussions, and take part in training that affects the performance of the school.
- Accompany the class on visits out of school for social training and other activities.
- Take an individual child out of school, unaccompanied, on a short trip, for example to the local shops.

With their agreement and with relevant and updated training nursery nurses may be required to carry out any of the following medical procedures:

- ✓ giving food and drink by gastrostomy tube.
- ✓ giving oxygen.
- ✓ giving rescue medication
- ✓ assisting a child to recover from an epileptic seizure.
- ✓ administering medicines.

HEALTH AND SAFETY

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

ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

SUPERVISION

- The jobholder is managed by a member of the school's senior leadership team.
- The frequency of meetings is determined by the school's performance management policies and practice.
- Supervision of staff may be involved in this post.

JOB CONTEXT

- The jobholder is one of a team of teachers and assistants who support the learning of pupils with severe and complex learning difficulties. Flexibility by all staff is important in order to meet the varied needs of pupils.
- The jobholder is managed by a member of the Senior Leadership Team, but will work with several teachers across the school. The jobholder works under the day-to-day direction and supervision of the teacher to whom he/she is timetabled.
- The principal focus of the job is to support pupils who have special educational needs. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupils.

KNOWLEDGE EXPERIENCE AND TRAINING (*desirable not essential*)

- Experience of working with or caring for children of the relevant age.
- Good numeracy and literacy skills.
- Basic knowledge of first-aid.
- Understanding of the curricular requirements of the school.
- Competence in the use of ICT to support teaching and learning.
- Ability to manage pupils in a classroom setting.
- Ability to work in a team.
- Ability to work on own initiative and with minimum supervision.

Essential Qualification

The post holder must have an NNEB or equivalent eg. CACHE Level 3 Diploma in Child Care and Education or BTEC National Diploma in Children's Care, Learning and Development or NVQ Level 3 in Children's Care, Learning and Development.

PHYSICAL EFFORT

- The job will require handling children whose mobility is restricted. Appropriate training and the correct equipment will be provided.

WORKING ENVIRONMENT

- The job will include clearing up blood or other bodily fluids of children. Appropriate training and equipment will be provided.

CONTACTS

- The jobholder works with teachers and pupils and is likely to have frequent contact with parents, carers and visiting professional staff, such as educational psychologists.

DISCLOSURE AND BARRING SERVICE (DBS)

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002). An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This Job Description agreed:**Postholder** _____**Headteacher** _____**Date** _____