



The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Nursery Education Officer
Directorate:	St Scholastica's Catholic Primary School
Reporting to:	Headteacher/Senior Leadership Team
Grade:	Pay scale: Scale 6 - Spine point 16 -18 Full-time equivalent salary: £30,063.00 to 31,155.00 (pro rata £23,418.45 to £24,269.10)

Job description

PURPOSE OF THE POST	<ul style="list-style-type: none">• To support and engage the children in the Catholic ethos of the school.• Under the direction of the teacher, 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, assessing pupils and recording and reporting their progress. Additionally, under guidance of a senior member of staff, taking responsibility for key worker role development, or whole-school policy development in a specific area.
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Main Duties & Responsibilities:

Support for Children

- To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the teacher and other staff including pupils.
- Prepare the learning environment, assisting in the organisation of the room arrangement and resources.
- Valuing and displaying children's work.
- Take responsibility for individuals, groups, or whole class for varying types of activity, under the direction of the teacher.

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- Support children who are identified as having Special Educational Needs (SEN), or English as an Additional Language (EAL), by organising the implementation of SEN support plans set by other professionals.
- Accompany children on outside activities (eg. educational visits, etc.).
- Encourage children's development, independence, self-reliance, initiative and problem-solving skills.
- Observe children's activities and contribute to their written records.
- Work 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
- Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs
- Be supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.
- To help children with feeding, changing et cetera and maintain high standards of hygiene at all times.

Key work:

- Oversee the introduction and settling in process for children and families into the school/, including initial possible home visits with parent, giving initial information on school/ policies
- Take responsibility in planning, tracking and evaluating.
- Set individual targets and monitoring progress.
- Carry out a full record keeping programme for each child according to school policy.
- Be the first contact for key parents.
- To liaise with parents and encourage their involvement in the aims of the nursery in all aspects of their children's care
- Set targets and review SEN support plans, in collaboration with the Special Educational Needs Co-Ordinator (SENCO).
- Initiate and implement SEN(B) support plans through regular liaison with staff through the school according to school policy.
- Liaise with outside agencies e.g. Speech Therapists. Occupational Health, School Nurse etc
- Registration of the children.
- Liaise with other professionals involved in the child's welfare (speech therapist, health visitor, support teacher etc.).
- Support and including children with SEN and to attend case conferences and reviews with teacher as appropriate.
- To assist in the daily domestic management of the nursery including ensuring that the nursery is kept safe, secure and clean at all times.

Safeguarding:

- To have a thorough understanding of the schools safeguarding and child protection procedures
- Follow the school's safeguarding and child protection procedures at all times

- To participate readily in school safeguarding and child protection training throughout the year
 - Maintain high standards of hygiene at all times
 - To report any signs of illness, neglect or apparently non -accidental injury
 - Attend 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.
 - To respect the confidentiality of information received
 - To be aware of the high profile of the nursery and to uphold its standards at all times
 - To be flexible within working practises of the nursery and be prepared to help when needed including certain domestic jobs within the nursery (preparation of snacks, cleaning of equipment etc).
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Personal care:

- Dress and undress children whenever necessary throughout the day including during arrivals, departures, playtimes and Physical Education (P.E.) classes.
- Feed children unable to feed themselves at lunchtime and supervise drinks at breaks, liaising with the other professionals (e.g. Speech Therapist), where necessary.) – nothing to do with feeding. Do you need?
- Move and handle children, where necessary, following Health and Safety guidelines.
- Assist 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.
- Toilet children, with assistance from colleagues where it has been assessed that more than one member of staff is required. Occasionally, changing incontinent children who have soiled, with help from colleagues.

Mentoring/Advising:

- Assist the person responsible for work experience students, acting as mentor and adviser.
- Working with the class teacher and Headteacher in the supervision and assessment of children working for NVQ level 3 or childcare qualifications.
- Induct, train and mentor less experienced staff.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

- Take part in the school's performance management system.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification

	Essential	Desirable
Qualifications		
1. NNEB Level 3 qualification or equivalent.	✓	
Experience		
2. Working with or caring for children at Foundation Stage, including those who may have special needs.	✓	
3. Significant experience in a child care role, ideally in a variety of early year's setting and with 2 year olds.	✓	
Knowledge		
4. A sound understanding of early childhood development and learning.	✓	
5. A detailed knowledge of the Early Years Framework and other non-statutory curriculum guidance for the early years foundation stage	✓	
5. Training in the relevant learning strategies.	✓	
6. First aid training/training as appropriate is desirable.	✓	
7. Understanding of relevant polices/codes of practice and awareness of relevant legislation.	✓	
8. Good working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓	
9. Knowledge of specialist techniques such as: Makaton signing, Picture Exchange, and Restraint.	✓	
10. Understanding of Healthy Schools initiative and Every Child Matters framework.	✓	
11. An understanding of Child Protection / Safeguarding issues and procedures.	✓	
12 Knowledge of current and contemporary approaches in the development of emergent literacy and numeracy skills such as synthetic phonics.	✓	
Skills		
12. Good numeracy and literacy skills.	✓	
13. Effective use of ICT to support learning.	✓	
14. Use of other equipment technology.	✓	

15. Ability to relate well to children and adults.	✓	
Skills		
16. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
17. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
18. Ability/experience of undertaking individual assignments above routine Early Years Educator work.	✓	
19. Displays commitment to the protection and safeguarding of children and young people.	✓	