

JOB DESCRIPTION

SCHOOL: Bankside Primary School

POST TITLE	POST REFERENCE NUMBER	GRADE
School Nursery Officer (Cover Supervisor)	- Temporary For Maternity Cover	C1

POST(S) TO WHICH DIRECTLY RESPONSIBLE

AHT / HOY/Class Teacher,

POST(S) FOR WHICH DIRECTLY RESPONSIBLE

None

PURPOSE OF JOB

- To work under the guidance of the Teacher to implement agreed work programmes including those require detailed and specialist Knowledge of early years curriculum and provision.
- Assisting the Teacher in the whole cycle of planning, resourcing, delivery and assessment of the Early years curriculum delivery.
- Staff may also supervise whole classes occasionally during the short term absence of teachers, limited to a maximum of 3 consecutive days for any one absence and in the event that there is adequate provision at the appropriate level to ensure statutory requirements relating to staffing ratios are maintained. This could be in any year group throughout school.

RESPONSIBILITIES

1. To ensure that the nursery provides specialist early years care and education of the highest quality for children and families.
2. To use specialist knowledge and experience of early years care and the EYFS curriculum to support pupils learning.
3. To establish learning plans for children with special educational needs (SEN) and ensure the implementation of these.
4. To undertake assessment of pupils to the Early years profiles ensuring Judgements are recorded accurately and promptly providing feedback to the Nursery Teacher and other stakeholders in relation to progress, achievement and progression.
5. Monitor and evaluate pupil responses to learning activities providing feedback to the Classteacher and adjusting work plans as appropriate.
6. Implement agreed learning activities . programmes, adjusting activities according to pupils response / needs
7. To support pupils in nursery to access learning through play whilst recognising and responding to their individual needs.
8. To promote appropriate independence of pupils within the context of the nursery setting.
9. To work with the Teacher to develop and maintain an appropriate learning environment that enables pupils to engage with all aspects of EYFS provision, including where appropriate the outdoor classroom environment.
10. To develop constructive relationships with parents and carers that support pupils learning and

achievement and the role of parents in pupils learning

11. To ensure client confidentiality is maintained
12. To assist the Class Teacher in the preparation of reports that will assist in effective transition arrangements from home into EY and nursery to reception.
13. To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection reporting concerns to the appropriate person.
14. To promote inclusion and acceptance of all pupils.
15. To follow and comply with Area Child Protection Committee (ACPC) guidelines and the schools Child Protection policy.
16. To manage student placements, providing concise and accurate reports relating to students development for college tutors and managers.
17. Contribute towards the management and monitoring of successful pre admission, admission and transition arrangements for children and families, providing accurate and timely information to the Nursery Teacher.
18. To establish constructive relationships and provide professional advice to other agencies/ professionals in liaison with the class teacher to support achievement, progress and wellbeing of pupils.
19. To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments.
20. To comply with the requirements of all policies, procedures and staff instructions.
21. To actively promote and support policies on Equal Opportunities and to ensure the nursery functions in an anti-oppressive and non discriminatory manner.
22. To take responsibility for the securing of the building and resources if required
23. To assist in providing professional support on issues relating to child protection to parents and outside agencies
24. To take responsibility for a group of children during any building evacuation.
25. To attend and participate in regular meetings, training and other learning activities as required.
26. To undertake other duties commensurate to the post and grade as required by the Department.
27. To undertake first aid training and be on the first aid rota.
28. To undertake the accountabilities of the post in accordance with Council policies including the Equal Opportunities and Health and Safety policies.

RELATIONSHIPS

The promotion of positive relationships of trust and care are considered a priority. The post-holder will work as part of a team, and will maintain a close working relationship with other colleagues, parents, children and other agencies in the promotion of good child care.

PHYSICAL CONDITIONS

The school operates a non-smoking policy. There will be regular lifting and handling of children and equipment required.

SOCIAL CONDITIONS

This post is term-time only working (or term-time only working plus a specified number of days), to be agreed with the school.

ECONOMIC CONDITIONS

Grade: C1

Conditions of Service: The collective agreements negotiated from time to time as part of the NJC 'National Agreement on Pay and Conditions of Service' for Local Government Services as adopted or amended by the City Council

PROSPECTS**Promotion**

The postholder is eligible to apply for other posts throughout the authority. All posts are advertised in the "Vacancies" bulletin, which is available to all staff.

Training

All staff are expected to maintain a current awareness of professional and service issues and to be responsible for their own development.

Opportunities for further training and development will be made available to all staff.

QUALIFICATIONS

You will hold a relevant qualification as identified in the DFE Early Years qualification tracker and at least two years post qualifying experience.

Job Description Prepared / Reviewed by:

Date:

Job Description Approved by

Date:

EMPLOYEE SPECIFICATION: Nursery Officer LLE26 DG3

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Able to communicate with a wide range of people individually, in groups and at all appropriate levels	*		A/I
Able to motivate children and sustain their interest in play activities	*		A/I
Able to contribute to the team	*		A/I
Able to make a contribution when dealing with other people	*		A/I
Able to plan effectively to support Children's learning	*		A/I
Able to prepare and present written reports to support children's development and well being	*		A/I
Able to demonstrate the ability to problem solve.	*		A/I
Able to offer support to children and families in a multi-cultural environment	*		A/I
Able to work in a responsive partnership with parents and carers.	*		A/I
Able to develop a sensitive approach to the care of families in a multi cultural environment	*		A/I
Able to identify and manage risk and consequences through assessment and appropriate action	*		A/I
Able to supervise students	*		A/I
Able to take and accept instruction	*	*	A/I
Able to use ICT			

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Posses the relevant Professional qualification as identified in the DFE EY qualification checker.	*		A/C
Knowledge of current knowledge of ACPC Procedures, and their role and responsibility in their implementation.	*		A/C
Knowledge of 1989 Children's Act, National Day Care Standards and OfSTED's Educational requirements	*		A/I
Knowledge of a range of factors which create stress for children and families.	*		A/I
Knowledge of guidance documents which support the development of young children's learning.	*		A/I
	*		A/I

Knowledge of the future of childcare services nationally and locally		*	A/I
First aid trained or willingness to train		*	A/C

EXPERIENCE	Ess	Des	MOA
Experience of recent, relevant (within previous two years) professional employment in work with young children and families.	*		A/I
Experience of working in partnership with other agencies.	*		A/I
Experience of working in close partnership with carers.	*		A/I
Experience of professional employment in work with young children and families, in an early years setting (within previous two years)	*		A
Experience of working with Child Protection		*	A/I
Experience of supervising others		*	A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		A/I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		A/I
Commitment to Continuous professional development	*		A/I
Commitment to take responsibility for one's own actions	*		A/I
Commitment to ensure the nursery functions in an anti oppressive manner	*		A/I
Commitment to client confidentiality	*		A/I
Willing to have a flexible working approach to the school and early years setting		*	A/I

METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate