

Job Description

Directorate: Children's Services
Division: Schools
Post Title: Nursery Nurse EE368
Evaluation: 453 Points **Grade:** N5
Responsible to: Head Teacher
Responsible for: N/S

Job Purpose: Under the direction of the Head Teacher or other designated teacher provide for the care and welfare of specified children within the educational establishment and assist the teacher in the education process

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Collaborate with colleagues in the curriculum planning process within the guidelines established by the school.
2. Supervising groups of children for periods of time throughout the school day and contributing to the planning of activities of children within the classroom. This includes giving sensitive support and intervention in a designated classroom/learning area.
3. As a key practitioner, have informal daily contact and meetings concerning the education and welfare of a designated group of children. Including parent support, reports for meetings, contact with other professionals/outside agencies.
4. Undertaking occasional home visits jointly with the teacher/another colleague.
5. Contributing to the development of children's learning skills.
6. Participative involvement as a member of a professional team in assessment of children. This includes giving relevant feedback to the teacher regarding the social, emotional, intellectual and physical needs of a designated group of children.
7. Active involvement in the provision of an effective learning environment.
8. Assisting in record keeping.

9. Maintain the progress records of designated group of children and contribute to the evaluation process of the school both verbally and in written reports.
10. Be responsible as a key worker for a designated group of children, for some periods, throughout the school day.
11. The provision of general care and welfare responding appropriately to the physical, social, emotional and educational needs of the children. This would include cleaning and re-dressing children who had soiled themselves.
12. Undertaking a major responsibility for the creation of a safe environment for children both within and outside the classroom.
13. Attending to sick or injured pupils and where appropriate taking such pupils home.
14. To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
15. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.