

Victoria Primary Academy  
Ivy Ave  
Leeds  
West Yorkshire LS9 9ER

Tel: 0113 248 2449  
info@vpaleeds.co.uk  
www.vpaleeds.co.uk

**Victoria Primary Academy**

**Job Description and Person Specification**

**Post Title:** Nursery Nurse

**Reporting to:** Assistant Principal EYFS

**Salary within the range:**  C1 (Point 12-17) + 5 Days

**Purpose of the post**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision within EYFS. Planning, preparing and assessing, recording and reporting on pupils’ achievement, progress and development.

Responsible for the management and development of the specialist area of the Nursery provision within the Academy and/or management of other teaching assistants in that setting.

To advance pupils’ learning in Nursery and EYFS, including working with individuals, small groups and whole classes where the assigned teacher is not present.

Under an agreed system of supervision: take a lead role within the setting to address the needs of pupils who need particular help to overcome barriers to learning.

**Responsibilities**

**Support For Pupils**

* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil’s learning.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations.
* Assist the teacher with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans.
* Undertake comprehensive assessments of pupils to determine those in need of particular help.
* Provide information and advice to enable pupils to make choices about their own learning/ behaviour/ attendance.
* Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
* Promote the inclusion and acceptance of all pupils within the classroom.
* Support pupils consistently whilst recognising and responding to their individual needs.
* Attend to pupils’ personal needs and provide advice to assist in their social, health and hygiene development.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance.
* Use specialist skills/ training/ experience to support pupils.
* Take a lead role in managing and delivering pastoral support to pupils and provision of support for pupils with special needs.
* Challenge and motivate pupils, promote and reinforce self-esteem.

**Support for the Teacher**

* Organise and manage appropriate learning environment and resources.
* Within the nursery setting, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
* Provide objectives and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
* Take part in the development and implementation of appropriate behaviour management strategies.
* Administer and assess/work tests and invigilate exams/tests related to the specialist subject.
* Production of lessons plans, worksheets, plans etc.
* Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
* Undertake assessing of pupils work and accurately record achievement/ progress.
* Manage records, processes, information and data, producing analysis and reports.
* Promote and ensure the health and safety and good behaviour of pupils at all times.
* Undertake marking of pupils work with and accurately record achievement/progress.
* Support pupils’ access to learning using appropriate strategies, resources etc.
* Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
* Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording.
* Establish constructive relationships with parents/carers, exchanging information.
* Administrative support e.g. dealing with correspondence, compilation analysis/reporting on attendance, making phone calls etc.

**Standard Duties in all Academy Job Descriptions**

* Show a commitment to diversity, equal opportunities and anti-discriminatory practices
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Participate in relevant and appropriate training and development as required.

**Support for the Curriculum**

* Deliver learning activities to pupils within agreed system of supervision within Nursery provision, adjusting activities according to pupil responses/needs.
* Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills.
* Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use.
* Select and prepare resources necessary to lead learning activities, taking account of pupils’ Interests and language and cultural backgrounds.
* Advise on appropriate deployment and use of specialist aid/resources/equipment.
* Be responsible for maintenance/quality/safety of specialist equipment.
* Provide highly specialist advice and guidance as required.
* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
* Actively seek information regarding children, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

**Support for the Academy**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the Academy.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Attend and participate in regular meeting.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Be responsible for the provision of out of Academy learning activities within guidelines established by the Academy.
* Contribute to the identification and execution of appropriate out of Academy learning activities which consolidate and extend work carried out in class.

**General**

* To undertake any other duties, commensurate within the grade, at the discretion of the Principal.
* Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection.
* To develop & promote high standards.
* Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behavior.
* To act in a positive and professional manner to others around all aspects of Academy life.

**Method of Working**

Victoria expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with academy guidelines, policies and procedures. Academy staff are expected to respect confidentiality and safeguarding practices at all times.

**DBS Certificate**

Victoria Primary Academy takes its duty to safeguard the young people with which it works seriously.

All staff are required to undertake a Disclosure and Barring Service (DBS) check.

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**Victoria Primary Academy**

**Personal Specification: Nursery Nurse**

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| **Attributes** | **Criteria** | **How Identified** | | **Rank** | |
| **Experience** | Recent relevant experience | A/I | | Essential | |
|  | Experience working with children of relevant age in a learning environment | A/I | | Essential | |
| Significant experience of working in a relevant discipline in a learning environment | A/I | | Essential | |
| Experience of working with pupils with additional needs | A/I | | Essential | |
| **Education and Training Attainments** | 2 GCSEs (or equivalent) at grade A to C in English and Maths or equivalent and | A/I | | Essential | |
| Excellent numeracy/ literacy skills | A/I | | Essential | |
| Training in relevant learning strategies e.g. literacy/numeracy | A/I | | Essential | |
| Specialist skills/ training in curriculum or learning area e.g. bi- lingual, sign language, ICT | A/I | | Essential | |
| A level 3 in a recognised childcare qualification | A/I | | Essential | |
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| **General and Special Knowledge** | Full working knowledge of relevant policies/ codes of practice/ legislation | | A/I | | Essential | |
| Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/ strategies | | A/I | | Essential | |
| Good understanding of child development and learning processes | | A/I | | Essential | |
| Understanding of statutory frameworks relating to teaching | | A/I | | Essential | |
| Ability to organise, lead and motivate a pupils | | A/I | | Essential | |
| Constantly improve own practice/ knowledge through self- evaluation and learning from others | | A/I | | Essential | |
| **Skills & Attributes** | Ability to relate well to children and adults | | A/I | | Essential | |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | | A/I | | Essential | |
| Effective use of ICT to support learning | | A/I | | Essential | |
| Use of specialist equipment/ resources | | A/I | | Essential | |
| Ability to self-evaluate learning needs and actively seek learning opportunities | | A/I | | Essential | |
| Relevant knowledge of first aid | | A/I | | Essential | |
| Ability to plan effective actions for pupils at risk of underachieving | | A/I | | Essential | |
| Understand range of support services/ providers | | A/I | | Essential | |