

Job Description

Early Years Support Worker (formerly known as Nursery Nurse)

Key Tasks:

1. To participate as a member of a team of adults working together to create an environment which promotes children's development and learning.
2. To foster children's growth, self-esteem and independence.
3. To contribute to the planning and preparation of activities (This will mean a commitment to attend planning/staff meetings for no more than 3 hours per month).
4. To contribute to observations and records of children's development.
5. To encourage children's learning in both English and their home language.
6. To foster effective links with parents.
7. To be responsible, by agreement, for activities indoor and outdoor learning environments and to plan, prepare and display appropriate materials. (This may include plants and animals).
8. To be responsible for 1 display table per half term.
9. To share responsibility for feeding children, changing their clothes and taking them to the toilet as necessary.
10. To share responsibility for the laundry and storage of spare clothes, towels, etc.
11. To work according to the School/Nursery and County Policies for Equality of Opportunity, promoting positive behaviour and attitudes generally, and particularly towards people in non-stereotypical gender roles, of other cultures and with disabilities.
12. To support children with special needs in mainstream classes as required.
13. To assist in specified programmes, e.g. exercises or using special equipment.
14. To provide comfort for sick children and to administer First Aid as appropriate.
15. To administer medication when necessary, in accordance with School/Nursery and County policies.
16. To be aware of Child Protection policy and alert to signs that a child might be at risk.
17. To attend INSERVICE training as agreed with the Headteacher.

Additional Responsibilities:

18. To contribute to the development of the physical development curriculum. To include:
 - The dance curriculum
 - Physical activity outside
 - Fine motor skills
 - Parachute games(this may involve a commitment to attend meetings for no more than 1 hour per month).

19. To be a key worker for the group of middle termers – to be no more than 10 per group.
 - To observe and assess their learning
 - To complete short written contributions to the records of their progress
 - To welcome and settle the child at the beginning of sessions.
 - To be responsible for home school liaison
 - To pass on knowledge and for concerns of that child to the teacher
20. To take responsibility for health and safety (including responsibility for inspecting and cleaning all equipment in the nursery) and First Aid in the Foundation Stage and in school where necessary.
21. To share responsibility for the nursery fund including purchasing, keeping accounts and receipts, recording and reporting all transactions as required. To take responsibility for organising the daily snacks.

Professional Development Opportunities:

This job description will be reviewed annually.

Grade 8