



Job Description

The School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Apprentice Nursery Nurse
Hours:	4 x 10 hour days or 5 8 hour days, All Year Round
Contract length:	18 months
Remuneration:	Commensurate with experience
Main Responsibilities:	<ul style="list-style-type: none"> • To have an understanding of children's development, their needs and the provision of positive play • To demonstrate a genuine care for children. • To care for and supervise the group of children assigned to you; ensuring their safety at all times. • To take an interest in the children and their families, to treat them as individuals and with respect at all times. • To create an interesting and stimulating environment for the child to develop all their skills. • To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment. • To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development. • To ensure positive management of children's behaviour. • To carry out housekeeping duties as appropriate. • To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage • To support senior members of staff to ensure put appropriate Child Protection procedures into practice.

	<ul style="list-style-type: none"> • To ensure that all information pertaining to Hopscotch, its operation, children, staff and parents remains confidential.
Monitoring, Assessment, Recording, Reporting, and Accountability	<ul style="list-style-type: none"> • To assist in the keeping of development records and observations, and accident, incident and risk assessment records as appropriate. • Support the class teacher in assessing pupils' work systematically, using results to inform future planning, teaching, and curricular development. • To attend staff meetings and training courses as directed by the Head of Pre-School • To attend regular out of hours training sessions as directed by course tutors in order to complete Level 2 Childcare Qualification. • To ensure an adherence to the health and safety policy relating to the provision of play. • To support all co-ordinators eg, senco and equal opportunities in their duties. • To be flexible and adaptable, to assist in all areas of nursery work and to provide support for • other members of staff. • To be able to think and act quickly in a stressful or emergency situation, and to be aware of the correct procedures. • To cover any other staff responsibilities as appropriate at the request of the Head of Pre-School, particularly taking into account that unforeseen situations can occur when looking after children, and that the child's care and welfare is paramount at all times.
Professional Standards and Development	<ul style="list-style-type: none"> • To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of the School. • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class, on or before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff.

	<ul style="list-style-type: none"> • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To undertake any reasonable task as directed by the Head of Science and Senior Leadership Team. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To train in basic first aid. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. • To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> ○ have SEN; ○ are gifted and talented; ○ are not yet fluent in English.
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