

NURSERY NURSE -KEY WORKER - JOB DESCRIPTION

Responsible to the Under 3's Manager and Headteacher

To work as part of the team to lead and maintain an environment and a code of behaviour, which promote and secure good teaching, effective learning and high standards of care and education.

KEY ROLES:

- To have Key carer responsibility for a group of children, undertaking observation and assessments to ensure experiences are facilitated to support children's development and well-being.
- To work as part of a team in planning and implementation of the curriculum, using and working within the Early Years Foundation Stage Guidance.
- To keep written observations on children to record progress, and identify the next steps, ensuring each child's personal progress by providing appropriate learning opportunities throughout the nursery environment.
- Build and maintain an effective partnership with parents and carers and arrange regular meetings, to discuss and support children's all round development.
- To provide opportunities for children to learn effectively and with increasing independence.
- To be responsible for meeting individual children's needs including those with special educational needs and to liaise effectively with appropriate staff members and outside agencies.
- To work effectively in a team with other staff members including developing curriculum areas and reviewing policies and procedures.
- To undertake the training and support of students.
- To make regular written observations to record progress, and identify the next steps for children, ensuring each child's personal progress by providing appropriate learning opportunities throughout the nursery environment.
- To help maintain a high quality of presentation of materials, equipment and resources for the children.

- To work with the teachers to develop a specific area of the curriculum including the review of school policies.

Staff Development

- To attend and take an active part in staff meetings and in-service training
- To work within the health and safety guidelines of the school.
- To work within the aims and ethos of the nursery school children and family centre and the wider community.

Home School Liaison

- To maintain positive home/school links working with parents in school and undertaking home visits.
- To meet with parents at least twice a year to share information and to discuss children's progress.
- To encourage and welcome volunteer helpers and visitors into the nursery environment, helping to organising their time effectively.

Liaison with other agencies

- To liaise with educational establishments, and other agencies maintaining confidentiality and attending meetings as necessary.
- To develop and maintain good working relationships with governors and other members of the children's centre community.

To be reviewed as circumstances change.