

## Job Description

### Post: Nursery Nurse / Early Years Practitioner

#### Purpose

To challenge educational and social disadvantage by supporting the class teacher in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Work with the teacher to plan lessons / work and establish an appropriate learning environment.
- Implement agreed learning activities / teaching programmes; adjust activities according to students' responses / needs.
- Help students access learning activities through specialist support; work as a key worker for a group of students and keep records of their development.
- To support students with their personal care needs, including those with SEND; to work with other staff to further students' independence and to enable them to access the curriculum.
- Monitor and evaluate student responses to learning activities through observation and planned recording of achievements against predetermined learning objectives.
- Provide objective and accurate feedback to teachers on students' achievement and progress; ensure the availability of evidence.
- Update records as agreed with the teacher; participate in feedback sessions / meetings with parents.
- Assist with the development and implementation of IEPs; support students consistently whilst recognising and responding to their individual needs; actively promote mental health and wellbeing amongst students, parents and staff.
- Undertake planned supervision of students' out of school hours learning activities, visits and trips (as required).
- Supervise classes during short term teacher absences: ensure students stay on task with pre-prepared work; respond to questions; assist students with activities; deal with issues using the academy's policies; transfer work / resources back to the teacher; feedback.
- Establish constructive relationships with other agencies / professionals to support students' achievement and progress.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***