

EXTENDED NURSERY NURSE JOB DESCRIPTION

Responsible to the Headteacher/Under 3's Nursery Manager (holiday club)

To work with the nursery staff to maintain an environment and a code of behaviour, which promote and secure good teaching, effective learning and high standards of achievement.

KEY ROLES:

- To lead and be responsible for the delivery of tea club within the 3 - 5's nursery. Managing staff members as necessary.
- To lead on the provision of 3 - 5's holiday club with the Under 3's Manager providing consistent all year round provision.
- To be responsible for daily planning of the extended sessions and holiday club provision
- To work as part of the team in delivering the curriculum in accordance with the Early Years Foundation stage.
- To work as part of a team in supporting children with additional needs across 2 key carer groups.
- To support opportunities for children to learn effectively and with increasing independence.
- To build and maintain an effective partnership with parents and carers to support children's all round development.
- To be jointly responsible for meeting individual children's needs and liaising with appropriate staff members and outside agencies.
- To work effectively in a team with other staff members
- To support the training of students
- To help maintain a high quality of presentation of materials, equipment and resources for the children.
- To work with teachers to develop a specific area of the curriculum.

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.
- To form good relationships with volunteer helpers within the nursery environment.

Liaison with other agencies

- To develop and maintain good working relationships with governors and other members of the children's centre community.

To be reviewed as circumstances change.

Specific Responsibilities:

Signed: _____ Date: _____

Headteacher: _____ Date: _____