



**CLEVELANDS**  
PREPARATORY SCHOOL

**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.

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

<p><b>Monitoring, Assessment, Recording, Reporting, and Accountability</b></p>	<ul style="list-style-type: none"> <li>• To assist in the keeping of development records and observations, and accident, incident and risk assessment records as appropriate.</li> <li>• Support the class teacher in assessing pupils' work systematically, using results to inform future planning, teaching, and curricular development.</li> <li>• To attend staff meetings and training courses as directed by the Head of Pre-School</li> <li>• To attend regular out of hours training sessions as directed by course tutors in order to complete Level 2 Childcare Qualification.</li> <li>• To ensure an adherence to the health and safety policy relating to the provision of play.</li> <li>• To support all co-ordinators eg, senco and equal opportunities in their duties.</li> <li>• To be flexible and adaptable, to assist in all areas of nursery work and to provide support for</li> <li>• other members of staff.</li> <li>• To be able to think and act quickly in a stressful or emergency situation, and to be aware of the correct procedures.</li> <li>• 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.</li> </ul>
<p><b>Professional Standards and Development</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To be a role model to pupils through personal presentation and professional conduct.</li> <li>• To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.</li> <li>• To cover for absent colleagues as is reasonable, fair and equitable.</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>• To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.</li> <li>• To establish effective working relationships with professional colleagues and associate staff.</li> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.</li> </ul>

	<ul style="list-style-type: none"><li>• To undertake any reasonable task as directed by the Head of Science and Senior Leadership Team.</li><li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li><li>• To train in basic first aid.</li><li>• To be familiar with and implement the relevant requirements of the current SEN Code of Practice.</li><li>• To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:<ul style="list-style-type: none"><li>○ have SEN;</li><li>○ are gifted and talented;</li><li>○ are not yet fluent in English.</li></ul></li></ul>
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