Job Title:  Senior Nursery Nurse (practitioner)

Purpose of the Post

The role of Senior Nursery Nurse is to ensure that the childcare provided by North Star Nursery and Holiday Club is of the highest possible quality by supporting the continual learning and development of colleagues. The role is part of the senior management team and reports to the deputy nursery manager. There are two other Senior Nursery Nurses, each of which is a Unit Lead- one leading the Under 2s unit and one leading the over 2s unit. The Senior Nursery Nurse has a particular role in reinforcing good practice in childcare across the whole of the nursery and holiday club by supporting the learning and development needs of colleagues at all levels. For example this may include but is not restricted to:

- Acting as a role model for colleagues in their interactions with children;
- Spreading good practice throughout all rooms and units by identifying examples of high quality practice and either demonstrating this themselves, or covering in rooms so that another colleague better able to act as a role model can be released to support the colleague needing to learn or develop their skills;
- Researching changes in legislation and the current best practice in early years childcare and communicating your findings to the senior management team and/or Nursery Management Committee so that they can be implemented within North Star Nursery and Holiday Club;
- Researching training courses or other material that may be available to support a colleague’s learning or development needs;
- Supporting the Nursery Manager in implementing new and updated policies and procedures at staffing meetings and on a day to day basis.

As this role is part of the senior management team, this role does include some administrative duties such as report writing, compiling records and reading legislation and guidance documents. Because of the nature of the role, the Senior Nursery Support will have access to some confidential information within the setting relating to both colleagues, clients and children and is expected to maintain the highest standards of confidentiality at all times. This role also has line management responsibility for the playworker in holiday club and will support the Nursery Manager in the line management of bank staff if necessary.

As a member of the Senior Management Team the Senior Nursery Support is also responsible for:

- Implementing the Statutory Framework requirements of the Early Years Foundation Stage (EYFS) within the guidance of Ofsted, Local Education Authority and Swindon Early Years Team.
- Following legislation and advice from the Health and Safety Executive and the Environmental Health Officer.
- Promoting a safe working environment for all staff, parents, children and visitors.
Working Hours

We will consider part-time applications for this role on the following basis:

- Full time 5 days a week on shift - days to be agreed between successful applicant and Nursery Manager but likely to be Tuesday, Wednesday, Thursday. There will be a requirement for some flexibility to work other days according to the colleagues and children you are working with.

Key Duties

- To support the Nursery Manager in ensuring the provision of high quality childcare at North Star Nursery and Holiday Club, in a safe environment.
- To act as a role model for providing high quality care for babies and young children across the age range 0-5 years.
- To line manage the playworker in holiday club and support the provision of high quality holiday childcare in the age range 5-11 years.
- In partnership with the senior management team, to be responsible for the safeguarding of all children within the setting.
- You will be responsible for the well being of all children attending North Star Nursery and Holiday Club. You must be mindful at all times of Safeguarding Policies and Procedures and demonstrate these at all times. Any worries, questions, concerns or disclosures reported to you as the most senior person of the day must be dealt with promptly in accordance with policy and procedures of North Star Nursery and Holiday Club and South West Child Protection Procedures. (www.swcpp.org.uk)
- Work in partnership with the Nursery Manager and senior management team to support the learning and development needs of colleagues; including any personal targets that may be identified through supervision, job chats and peer observations.
- Be aware of changes to relevant legislation and the potential impact of these on the nursery and/or holiday club, sharing accurate, timely and relevant information with colleagues and the Nursery Manager, Nursery Senior Management team and/or the Nursery Management Committee.
- To maintain an up to date awareness of theories, practice in childcare and associated evidence, especially in relation to early years, to support positive change. Sharing accurate, timely and relevant information with colleagues and the Nursery Manager, Nursery Senior Management team and/or the Nursery Management Committee.
- To be able to make recommendations to the Nursery Manager about issues which affect the nursery and require action, understanding and communicating the level of urgency of the issue.
- To understand the nature of issues which are resolvable by the Senior Nursery Support in the first instance and those which require escalation to the Senior Management Team, Nursery Manager and/or Nursery Management Committee for action/decision.
- To attend training, as identified by the Nursery Manager and/or Nursery Management Committee and then implementing the learning both for the improvement of individual knowledge and skills and cascading it to colleagues, management committee and
clients as appropriate.

- To be proactive in the implementation of new or updated policies and procedures to maintain an up to date level of awareness of all colleagues and to ensure that new staff and those returning to work after an extended period of leave receive an appropriate induction.

- To support colleagues through periods of changing practice, for example these may arise due to changes in legislation, curriculum, staffing, and working practices, due to performance reviews and improvement plans or due to a return to work following a period of extended leave.

- To be aware of individual learning styles and pace, and how best to use these to improve the skills and behaviours of colleagues at all levels in their delivery of childcare.

- Support the Nursery Manager, Deputy Nursery Manager and Unit Leads in identifying and resolving the learning and development needs of colleagues. Assisting with the setting of colleague’s personal targets and review plans. Update the Nursery Manager, Deputy Manager or Unit Lead monthly on progress made by individuals towards their targets. Provide accurate, evidenced feedback on their performance and progress, where required in the appropriate format for personnel files.

**Key skills**

**Essential**

- To have successfully completed an appropriate, recognised, national training course for early years such as either:
  - Minimum requirement of level 3 National Nursery Examination Board – NNEB, NVQ 3, or
  - Teacher Training Certificate, NQT (Nursery or Primary) which must be supplemented as necessary by further training and direct experience of child development and care with children aged from birth to 5 years.

- Hold a relevant and current first aid certificate

- Have a minimum of 3 years’ experience working within an early years setting, with demonstrable experience of caring for children across all ages from 0-5 years.

- Have an excellent understanding of the needs of babies and young children and be able to work effectively with them.

- Be able to work as part of a team to support colleagues, fostering and maintaining good working relationships at all levels.

- Ability to communicate effectively and sensitive both verbally and in writing.

- Provide constructive feedback in a timely and sensitive way.

- Ability to reflect on and learn from experience and adapt working practices to improve the quality of provision within the nursery and holiday club.

- Be able to identify urgent and important issues and address these with consideration to the needs of any children involved and the practitioner’s development requirements.

- To have effective time management skills which will enable them to organise their
time effectively to support all colleagues, prioritising the need for some colleagues urgent support and intervention with important opportunities for learning for others.

- Ability to maintain accurate records in line with nursery policies
- Be able to manage conflict between peers

Desirable

- Grade C in English or equivalent, or the willingness to undertake the appropriate study to lead to this qualification
- Understanding of Special Educational Needs
- Experience of working with children from 5-11 years.
- Ability to use Microsoft office documents and email communication.

Key contacts:

Internal
Nursery Manager, Deputy Nursery Manager, Senior Nursery Nurses (Unit Leads), Nursery Management Committee, colleagues, clients.

External
Training providers, learning mentors