Personal Specification

DURHAM COUNTY COUNCIL

EDUCATION DEPARTMENT

Nursery Outreach Centres

Post of Outreach Nursery Nurse

PERSON SPECIFICATION AND CRITERIA FOR SELECTION

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| **Category** | **Essential** | **Desirable** | **Method of Assessment** |
| **Application** | * Fully supported in reference * Well structured in supporting letter indicating beliefs, understanding of educational issues especially SEN. |  |  |
| **Qualifications** | * CACHE Diploma in Nursery Nursing (NNEB) * BTEC in Child Care and Education * NVQ Level 3 in Child Care or Early Years Care and Education or equivalent | * Evidence of further study * Evidence of work within SEN field | Application form |
| **Experience** | * Ability to demonstrate high standards of working with young children. * Have experience of observing, monitoring, assessing, reporting and maintaining records of children and their performance. * Have experience of capturing childrens learning in ways that can be shared with children, parents and family | * Working with children with special educational needs * Previous experience of liaising with other professionals to meet the needs of children and to aid the development of the schools setting * Relavant experience in at least one other early years setting * Previous experience of Ofsted inspections | Application form  Interview  Reference |
| **Professional Development** | * Ability to demonstrate motivation to continue personal and professional development | * Attendance at courses covering early years education and care * A commitment to whole school and individual professional development | Application form  Interview |
| **Skills** | * Ability to relate effectively to staff, children, parents, carers, extended families and other professionals * Ability to work as part of a team * Excellent communication skills used effectively in a range of situations * Good organizational skills * Abble to use own intiative | * Experience of curriculum planning, delivery and assessment * Ability to manage workload effectively * Ability to work with a number of SEN needs * Ability to use ICT effectively to support teaching and learning | Application form  Interview  Reference |

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| **Category** | **Essential** | **Desirable** | **Method of Assessment** |
| **Special Knowledge** | * Knowledge of the Foundation Stage and early learning goals * Understanding of the needs of under fives including special needs | * Understanding and appreciation of Early Years provision in other settings | Application form  Interview |
| **Personal Attributes** | * Ability to demonstrate a happy, enthusiastic, highly motivated persona * Ability to demonstrate a positive, non-discriminatory attitude * Abilty to demonstrate high personal and professional standards * Ability to demonstrate a consistently caring attitude towards children and parents * A good sense of humour * Responsible for promoting and safeguarding the welfare of children and young people * Ability to travel differences between schools during the working day. | * Flexibility and adaptability in order to be able to mix and work with a wide range of people * Ability to work in a co-ordinated way with other professionals * Ability to travel to different areas of the Authority | Application form  Interview  Reference |

Job Description

**DURHAM COUNTY COUNCIL**

**EDUCATION**

**Job Description**

**Outreach Nursery Provider**

**Host School: Woodhouse Community Primary School**

**Post:**

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| **Outreach Nursery Nurse** |

**Salary Points: Grade 4 SCP 15-19 Working Hours: 37 per week**

**The post holder will be employed full time to work with nusery age d children with special educational needs. The post holder will be employed by Woodhouse Community Primary School and will work as their professional team, under the direction of the EYFS Assistant Head Teacher but will be working in a range of educational settings within the area to support children in their own location. The work will follow the framework of the outreach nursery arrangements as commissioned by Durham Children and Adult Services within Durham County Council, travel expenses will be paid at Durham County Council rate. Your normal place of work is Woodhouse Community Primary School. However, you may be required to work at any early years setting within County Durham.**

**Duties and Responsibilities**

* Deliver effective Learning activities taking responsibility for leading and managing play, care and learning taking into account the needs of the individual pupils in partnerships with teachers and other professionals as necessary.
* Take a lead role on planning an delivering individual SEN support plans for children, setting targets and evaluation progress.
* Liaise with key worker and nusery staff, working as part of a team to deliver high standards for all children.
* Plan prepare and deliver high quality learning opportunities for children either individually or within a group, following all areas of the EYFS framework.
* Liaise with parents/carers promoting positive relationships to support the children’s needs and learning.
* Monitor, assess, report and maintain recirds of children and their performance following appropriate procedures.
* Contribute evidence and documentation to support report writing by SENCO.
* Work within a multi-disciplinary team, following programmes and guidance from other professionals to support children’s learning.
* Contribute to and support meetings with parents/carers to provide constructive feedback on progress.
* Contribute to a creative , stimulating, appropriate environment, which meets the specific needs of the child, including a high standard presentation of childrens work.
* Manage health and hygiene needs and administer prescribed medication in accordance with LA regulations.
* Offer personal/intimate care and promote independent toileting and self care.
* Provide and maintain pastoral care and support to all children in all aspects of care taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents following school procedures and maintaining the appropriate documentation.
* The post holder will be required to attend staff team meetings at the host school.
* Ensure compliance with policies and procedures relating to child protection, health and safety, security and confidentialty.
* Present oneself as a role model to children in speech, behavior and attitude.

The postholder will also undertake such other duties which may from time to time be allocated commensurate to the grade of the post