



Job Description Nursery Nurse at Teilos Tots

JOB TITLE: Nursery Nurse (Maternity Leave)	
REPORTS TO: Teilos Tots Manager and Deputy Manager	
Key Contacts External: Social Workers, Speech Therapists, Physio-Therapists etc.	
LOCATION: Teilo's Tots Day care	£9.90 per hour 16 hours per week: Shift will be a two-weekly rota between 8am – 5:30pm Monday to Friday. For the duration of the maternity leave
Job Purpose/Summary:	
<p>To ensure a safe, caring and stimulating environment for children attending the day care setting. To work collaboratively with the manager, deputy and other childcare workers to provide a safe, stimulating and caring environment for children attending Teilo's Tots. To deliver activities, which promote the physical, emotional, social and intellectual development of children attending services.</p>	

Main tasks

1. To ensure that all children in the care of Teilos Tots are cared for in the highest standard no matter their age or abilities. Ensuring that all children are treated equally.
2. To always have the children's best interests at the forefront of all that is done.
3. To ensure that all CIW regulations are followed. All paperwork is completed and stored correctly.
4. To ensure that all parents/carers are happy leaving their children in the care of Teilos Tots. Ensuring nervous parents/carers have time to adjust to the setting, feel able to contact the setting regularly and slowly become confident in the fact that their child/ren are being looked after in a high quality day care setting with experienced and knowledgeable staff.
5. To be a small number of children's keyworker. Ensuring that the children in your care are able to thrive, through careful planning, preparation and care.
6. To ensure that the programme of activities delivered is interesting, valuable and appropriate for all children at Teilos Tots – ensuring that all aspects of their health and wellbeing are thought of. Ensuring that activities are engaging, interesting, have purpose and fun!

7. To ensure that every child has a voice, is listened to and has opportunities to make their own decisions. Acting as play partners and supporting children to develop their skills in their own way.
8. To provide appropriate physical care to all children, according to their individual needs. This includes personal care and also the administration of medicine.
9. To ensure that the needs of all children are met and if appropriate liaise with other professionals in the child's best interest.
10. To allow appropriate risk within the play environment.
11. To ensure any child protection concerns are reported to the deputy or manager as soon as they happen and recorded in accordance with Faith in Families Safeguarding Procedures.
12. To follow our healthy well-being ethos – providing meals, snack, activities and environments that help children to grow and develop in a healthy way.
13. To work as part of a bright and varied staff team. Working together to develop a day care setting that is of high standard where children are the very foundation of all that we do.
14. To work alongside students, trainees and volunteers, providing support and encouragement as needed.
15. To ensure all parents, carers, professionals and visitors are made to feel welcome on visiting the setting.
16. To ensure that the health and safety of the setting a paramount – any issues are reported and dealt with appropriately.
17. To actively participate in supervision, team meetings, staff training and be invested in your future at Teilos Tots, through training programmes and professional development.
18. To maintain written records in accordance with Faith in Families policies and procedures.
19. To contribute to the corporate responsibility for service delivery and contribute to and act within Faith in Families, procedures and guidelines.

General

- This post is subject to an Enhanced criminal record disclosure check. This will be applied for through the relevant disclosure body.
- Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the children and families who come into contact with our services, or by appropriately reporting concerns about any child or family.
- To promote equality, inclusion, respect, fairness and diversity in all areas of planning and service delivery.
- To commit to Faith in Families core aim of 'keeping the child at the centre', and to promote and incorporate Participation as appropriate to your role.
- To be familiar with and comply with the Health, Safety and Welfare policies for Faith in Families and Teilo's Tots. In the event of any serious risk, take immediate action to reduce this risk and inform line management.
- Faith in Families operates within a constantly changing environment and as such work priorities and targets may change. Management reserves the right to make reasonable changes to the job purpose and accountabilities. It is essential therefore that it should be regarded with a degree of flexibility, so that changing needs can be met.
- Such other duties that occasionally arise, which fall within the purpose of the post
- To work cross functionally with other departments to ensure that Faith in Families Values and strategic objectives are achieved.

The post holder will be expected to continuously develop in their role. The job description is indicative of the current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change to reflect organisational development.