

Job Description



Job Title: Community Nursery Nurse – 0-19 years Children’s Health Service (Health Visiting)	Service Area: Children’s Health Service 0-19 Years	
Directorate: CYPS	Post Number: TBC	Evaluation Number: JE 3988
Grade: Scale 6	Date last updated: March 2025	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

1. To work as part of the London borough of Newham (LBN) 0-19 years Children’s Health service as part of a skill mix team to deliver a universal Healthy Child Programme in partnership with multi- professionals across integrated Neighborhood model through family hubs.
2. To provide essential observation skills for the children and families within their homes, children’s centres, health centres/ GP surgeries and undertake nursery school visits, including working in partnership with the school health service to facilitate the smooth transition of the rising 5s.
3. To be proactive in establishing and facilitating effective Prevention and Early Intervention groups and deliver Health Promotion activities within a culturally diverse community based on locally identified needs through caseload profiling.
4. To carry out assessments for the delivery of the mandated elements of the Healthy Child Programme (HCP) 0 –19 years to empower families and deliver the public health priorities to give every child the best start in life.

5. To provide knowledge and skills on safeguarding children and will be expected to highlight any safeguarding concerns in accordance with the Newham and London Safeguarding Protocols.
6. To have an awareness of identification of vulnerable children who may be subject to abuse, and to follow the organisation's Child Protection procedures and guidelines, referring any concerns to the Health Visitor/ School Nurse.
7. To assist the health visitors in facilitating the healthy child advisory clinics including leading on the 1-1.3 years (12-15 months) and 2-2.5years (24-30months) reviews using the national evidence based tool- Ages and Stages (ASQ) and delivery of the 16 high impact areas in partnership with Health visitors and children centres.
8. To work in partnership with the Nursery Nurses within the school health teams to strengthen the integrated approach of the 0- 19 years' delivery model.
9. To Assist in health review assessments of children ages 0– 5 years

Ages 0- 5

- Physical (Fine, gross motor skills and vision) assessment
 - Emotional/ Social Behaviour
 - Intellectual skills
 - Speech and language development
 - Diet and nutrition – Healthy eating
 - Weight, height measurement
 - Immunisations uptake.
 - Toilet training
 - Dental care
 - Behaviour management
 - Child safety and Accident prevention
 - Vitamin D supplement
 - Fire safety.
10. To carry out delegated health screening of reception aged children in primary schools in accordance with LBN Policies, protocols and guidelines, including height and weight checks, vision and hearing tests (for nursery nurses working in school).
 11. To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children (2023), HM Government 2010 - 2015.
 12. To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.
 13. To contribute to standard settings, auditing and evaluating projects as required.
 14. To participate in quality benchmarking and improving practice against the Essence of Care quality standard
 15. To assist in research being undertaken by the 0-19 years' service or more widely within the organisation.

Job Context

1. The post holder reports to The London Borough of Newham (LBN)- Clinical Team Leader.
2. The post holder will be required to proactively establish effective health promotion / prevention/ new into the borough groups which parents can access for advice and support to strengthen community cohesion and reduce social isolation.
3. The post holder will be required to co-ordinate and support the care of children within the 4,5 and 16 high impact areas within Health Visiting service model.
4. The post holder will work within the Healthy Child Programme guidelines for families with children, 0-19. Updating immunisation and informing parents/careers of available local support services such as extended services and support groups and children's centres.
5. The post holder is responsible for identifying deviation from the norm and makes appropriate referrals when necessary, such as Speech and Language Therapy, Orthoptist, Dieticians, Dental, Clinical Medical Officer, G.P and voluntary groups as agreed with the Health Visitor.
6. The post holder will assist with setting up and preparing clinic rooms ensuring health and safety measures are met, reporting hazards and incidents occurring within the environment in accordance with LBN policies and procedures. Ensuring that the toys and play equipment are age appropriate for the children being assessed and the clinic rooms are clean, in accordance with the Infection Control Guidelines

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time, including weekend working.

To undertake all responsibilities listed below:

Home Visits

1. To undertake visits either jointly with the Health Visitor or alone, as delegated by the Health visitor / School Nurse, being mindful of the LBN 0-19 years Children's Health Service Lone Worker Policy.
2. To follow up on children who have attended Accident & Emergency, as delegated by the Health Visitor / school nurse and liaising any concerns with Operational health visitor/ school nurse on duty. Document on Open RiO (electronic record keeping system) and report all findings to the named school nurse/ Health visitor.
3. To participate in audit programmes, including the uptake and results of screening programmes, reporting on the results and implementing changes recommended.

4. To assist with empowering families on issues such as positive parenting which involves play and stimulation in the home, language development, managing children's behaviour, bonding and its values, sleep management, potty training, breastfeeding and its benefits, dental care, home safety, accident prevention, diet and nutrition, weaning and management of childhood illnesses etc.
5. To participate in audit programmes, with regard to uptake and results of screening programmes, reporting on the results and implementing changes recommended
6. To support the multi-disciplinary team to follow up on any non- attendances (Was Not Brought) as delegated by the Clinical Team Leaders (CTL) / Health Visitors/ School nurses.
7. To ensure that all clients/users referred to the service are appropriately assessed and relevant care plans developed by staff in line with evidence based criteria.
8. To work with specific children and families, in the home or children centre setting, according to their individual care plan as agreed with the health visitor / school nurse or team leader. This will include children with special health needs, in order to promote inclusion, working in collaboration with other health professionals, such as the Specialist Health Visitors and parents.
9. To contribute to the development of the health visiting service in order to shape the service delivery model based on local needs.

Health Promotion/Group Work

1. To participate in identifying suitable and easily accessible venues for group activities as per LBN Health & Safety Guidelines
2. To contribute to the planning, and facilitation of group activities such as, managing minor ailments/ accident prevention home safety awareness, Fussy eating, oral health promotion, baby massage, parent support group and other relevant group activities to meet local needs.
3. To proactively work closely with children centres, family hubs, local nurseries and schools to provide health promotion advice as required.
4. To support the Health Visitors/ School nurses carrying out group / individual health promotion sessions in children centres, health centres and nursery schools as delegated by Health Visitors/ School nurses.

5. To support the Health Visitors in providing relevant information to families to raise awareness of health related topics; such as reducing obesity, accident prevention and improving immunisations uptake.
6. To work in accordance with the Neighbourhood Early Help partnership working across the health and social care economy to achieve a seamless integrated approach to service delivery in order to improve access and timeliness of care.
7. To monitor and identify appropriate health promotion materials as required and replenish stock as necessary.
8. To participate in regular team meetings, health promotion meetings, multi-disciplinary meetings.
9. To have responsibility for the health, safety and welfare of self and others and to comply at all times with Health and Safety regulations.

Administration/Communication

1. To safeguard at all times, the confidentiality of information relating to patients/clients and staff.
2. Responsible for effectively communicating changes in clients' needs, health and social circumstances, through verbal and written feedback with skill mix team
3. Responsible for communicating childcare and child related information to parents /carers with empathy and reassurance.
4. To lead on collecting data such as the number of children attending ED with specific complaints such as gastroenteritis, respiratory concerns and severe injury whilst actively involved in reducing the figures to inform service development.
5. To liaise with members of the school health and primary care team to help facilitate a smooth transition for the child on entry to school.
6. Participate in answering and actioning telephone queries in an appropriate manner and taking minutes during team meetings and present when required.
7. To develop effective working relationships with GPs, Children centres, social care and others in the locality, to maintain communication in order to deliver a high quality service and safeguard children.
8. Responsible for providing own statistical data as required by LBN 0-19 Children's health service and Early Help.
9. To maintain accurate record keeping in accordance with Management of Records and Record Keeping for Integrated working across Health Visitors, School Nurses and Specialist Health Visitors Procedure.

10. To provide and receive feedback on care given to families in order to provide a high standard of service within the context of the integrated multi-disciplinary team. This includes written communication with other agencies, including letters reports, referrals etc.
11. To assist in developing guidelines which promote effective joint working across primary, community and secondary care.
12. To report all clinical and non-clinical incidents, accidents or near misses promptly and, when necessary, co-operate with any investigation undertaken using the Risk Assessment tool (RADAR) reporting system.
13. To assist in developing guidelines which promote effective joint working across primary, community and secondary care and improve access to the 0-19 children's health services.
14. To work in accordance with the organisation's health records management systems so that records are transferred, stored and filed in a manner which complies with legal safeguards and allows for rapid retrieval when needed.
15. To use child health and other clinical information systems to submit information about children and to retrieve relevant information.
16. To inform and advise parents about community health services that are available and how to contact them and provide written information as required.

Screening

1. To maintain a high level of mental focus throughout the day when carrying out developmental reviews, observing children, completing documentation and reporting back to Health Visitors/School Nurses.
2. To be adaptable and able to work in environments which will not necessarily be customised for conducting reviews and other health-related procedures.
3. To be able to gain the co-operation and support of GPs and Children centre staff in order to undertake role in a variety of settings.
4. To carry screening equipment (e.g. scales, laptop) to and from settings, in accordance with the organisation's Manual Handling Policy.
5. To travel between base and other settings as required.

Training

1. To assist with and facilitate training, including planning and organising materials (Handouts) given to new staff as part of their induction and contribute to the on-going development of the service by participating in various task and finish/steering groups.

2. To provide support, advice, mentor and train new staff appointed within the team as appropriate, with local community organisations e.g. Early Help, Fire Safety Unit, Road Safety Unit, and other Voluntary Organisations.
3. To keep up to date on personal development by participating in formal and informal training and updates.
4. To maintain own competency and knowledge regarding the appropriate use of screening equipment, ensuring that the equipment is calibrated and checked according to guidelines.
5. To participate in the organisation's Performance Appraisal process and clinical supervision systems including safeguarding group supervision as per local policy.
6. To participate in all mandatory training as required by the LBN guidelines.
7. To identify own training needs as part of Continuing Professional Development Plan in discussion with manager and to attend training as appropriate.
8. To keep up to date with current clinical /professional developments through reading, attendance at courses, meetings and special interest groups.

Personal Specification



Job Title: Community Nursery Nurse – 0-19 years Children's Health Service (Health Visiting)	Service Area: Children's Health Service 0-19 Years	
Directorate: CYPS	Post Number: TBC	Evaluation Number: JE 3988
Grade: Scale 6	Date last updated: March 2025	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	

KNOWLEDGE: A clear understanding of Confidentiality In depth knowledge of Child Health Development and Surveillance An understanding of Children Act & Early Years Foundation Stage Framework. Knowledge of Health and developmental issues affecting children	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test
EXPERIENCE: Experience of working with children of different ages, parents and carers. Experience of facilitating Health Promotion activities. Experience of working with children with additional needs (Desirable). Demonstrable evidence of team and multi- agency working Experience of working in a child care setting	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test
SKILLS AND ABILITIES: Excellent verbal and written communication skills. Good organisational and planning skills. Ability to work within a team Ability to undertake delegated tasks Good observation skills Ability to work with parents /carers in their own home. Ability to use own initiative	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test

Sound ICT skills and Literacy- including Word, Excel and E-mail for effective communication of information.	Application Form/Interview/Test
PERSONAL STYLE AND BEHAVIOUR: Ability to deal sensitively with children of different ages, explaining in appropriate language about screening tests to gain their agreement and involvement Ability to demonstrate enthusiasm and willingness to learn Ability to recognise own limitations Flexible and approachable manner Ability to travel independently	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test
OTHER SPECIAL REQUIREMENTS: NNEB (National Nursery Education Board) NVQ L3 in childcare & Education Willingness and ability to work occasional evenings and weekends to maintain service delivery. This post is subject to a [standard/enhanced] DBS check. This post is exempt from The Rehabilitation of Offenders Act (1974).	Application Form/Interview Application Form/Interview/Test Satisfactory clearance at conditional offer stage Application Form