



# HEYWOOD PREP

CORSHAM

## Nursery Practitioner Candidate Pack



# INTRODUCTION

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We are seeking to appoint an experienced and enthusiastic Nursery Practitioner to support our team of nursery teachers. The successful candidate will hold a relevant level 2 or 3 childcare qualification and have a passion for working in Early Years with a strong commitment to high professional standards. Excellent communication skills are central to this role, as is the ability to take initiative, think creatively and build a strong rapport with children, colleagues and parents.

The position is available on a **permanent full-time (40 hours per week) year-round basis**. A job share may be considered.

A full job description can be found below.

Apply by: 0800 19<sup>th</sup> April 2021

Start date: week commencing 14<sup>th</sup> June 2021

Salary: £18,824 to £20,904 per annum depending on experience

## THE SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a two-acre site, set around a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

To find out more and for the application form please visit [www.heywoodprep.com](http://www.heywoodprep.com)

## APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to [hphr@heywoodprep.com](mailto:hphr@heywoodprep.com) for the attention of Mrs Nicky Bartholomew, School Business Manager. We only accept applications on the Heywood application form and it may be accompanied by a covering letter, addressed to the Head, of no more than one page. Please do not send a CV.

Pending COVID-19 guidance at the time, candidates may be able to visit the school before applying. An appointment can be arranged by contacting the Head's PA, Mrs Lauren Harmon [hmpa@heywoodprep.com](mailto:hmpa@heywoodprep.com) / 01249 713379.

The closing date for applications is 0800 19<sup>th</sup> April 2021

Interviews week commencing 26<sup>th</sup> April 2021

Start date week commencing 14<sup>th</sup> June 2021

*Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service*

*We are an equal opportunities employer and will select applicants for interview based on their ability to perform the role. We will not discriminate based on age, race, colour, ethnic or national origin, religious beliefs, sex, gender, gender reassignment, marital status or disability. Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The role is exempt from the Rehabilitation of Offenders Act 1974.*

<b>JOB DESCRIPTION</b>	
Title of post:	Heywood Prep - Nursery Practitioner
Responsible to:	Head of Nursery & Head of Prep-Prep
Purpose of the job:	Nursery and Reception Assistants make a major contribution to the work of the School by supporting pupils and teachers in a variety of settings and ways. This opportunity is based within our Nursery and Reception Departments. The primary role is to work with teachers to raise the learning and attainment of our pupils, while also promoting their independence, self-esteem and social inclusion. You will be providing assistance to pupils so that they can access our broad and balanced curriculum, participate in learning and experience a sense of achievement.
Relationships:	<p>The post holder is directly responsible to the Head, Head of Nursery and Head of Pre-Prep, and works closely with colleagues within the nursery and Reception settings.</p> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school Pastoral and Academic structure in the School.</p>
Particular Responsibilities:	<ol style="list-style-type: none"> <li>1. Support the aims and ethos of the school</li> <li>2. To demonstrate a good understanding of EYFS</li> <li>3. Conduct support groups for all subjects and areas of development where necessary</li> <li>4. Provide care for the academic, pastoral and social needs of the children</li> <li>5. Undertake pupil observations, evaluations and assessments, recording them in the children's online learning journals.</li> <li>6. Assist with the supervision of pupils out of lesson times as required</li> <li>7. Carry out break and lunchtime duties as required</li> <li>8. Assist in the preparation of classrooms and materials/equipment required for lessons</li> <li>9. Participate in staff meetings, team meetings and INSET training as requested</li> <li>10. To undertake holiday club activities with early years children.</li> </ol>
Key Tasks:	<p><b><u>Support for Pupils</u></b></p> <ol style="list-style-type: none"> <li>1. To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance</li> <li>2. To focus on individual pupils to ensure their needs are being met within the group</li> <li>3. To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement</li> <li>4. To promote the inclusion and acceptance of all pupils within the classroom</li> <li>5. To meet the physical/medical needs of the pupils such as nappy changing and encouraging independence wherever possible</li> </ol> <p><b><u>Support for Teachers</u></b></p> <ol style="list-style-type: none"> <li>1. To support teachers with the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate</li> <li>2. Occasional supervision of the whole class in the course of short-term absences of teachers, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff</li> <li>3. To liaise with other professionals to ensure an appropriate learning environment</li> <li>4. To set out, prepare, use and tidy equipment</li> <li>5. To promote home-school partnerships</li> </ol>

	<ol style="list-style-type: none"> <li>6. To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and, where appropriate, to participate in feedback sessions/meetings with parents</li> <li>7. To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li> <li>8. To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence</li> <li>9. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required</li> <li>10. In class, to undertake marking of pupils' work as agreed with the teacher and accurately record achievement/progress</li> <li>11. Support class teachers in administrative duties as required</li> <li>12. To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.</li> </ol> <p><b><u>Support for the Curriculum</u></b></p> <ol style="list-style-type: none"> <li>1. To prepare, plan and review the curriculum with colleagues so that it is reflective of the EYFS</li> <li>2. To set out and prepare equipment indoors and outdoors</li> <li>3. To support the use of ICT in learning activities and develop pupils' competence and independence in its use</li> <li>4. To help pupils access learning activities through specialist support</li> <li>5. To determine the need for, prepare and maintain general and specialist equipment and resources</li> </ol> <p><b><u>Support for the School</u></b></p> <ol style="list-style-type: none"> <li>1. To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour</li> <li>2. To display pupils' work to reflect their achievement</li> <li>3. To supervise pupils on outings and visits as required</li> <li>4. To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Head</li> <li>5. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice</li> <li>6. To support and encourage students on childcare courses, work experience, teaching practice, etc.</li> <li>7. To be a proactive member of the school and Early Years team</li> <li>8. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils</li> <li>9. To attend relevant courses and learning activities in order to update knowledge as required</li> <li>10. To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects</li> <li>11. To perform other duties that the Head considers reasonable, that are commensurate with the post</li> <li>12. To work flexibly, as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the nursery and school.</li> </ol>
Hours	40hrs per week <b>year-round</b> (to include Holiday Club Commitments)
Annual Review:	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.