

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## Early Years Practitioner

Closing date: Midday, Friday 29 July 2022

Interviews will take place on a rolling basis

Start date: As soon as possible

## Job Description

The Early Years Practitioner reports to the Nursery Manager. The Early Years Practitioner supports learning in line with the School's Mission & Ethos Statement, the EYFS Curriculum, Code of Practice and the School's policies and procedures, to ensure that children make progress.

### Key responsibilities include:

1. to be a Key Person responsible for a group of children
2. to take responsibility, where appropriate, for leading planned activities with groups of children under the direction of the Nursery Manager
3. to contribute to the assessment of each child's progress through observation and other forms of evidence and maintaining individual records
4. to ensure that the Learning Journey and online assessment for each child in your Key Group reflect progress and demonstrate on-going formative assessment
5. to contribute to formal communication with parents through written reports and Parents' Evenings
6. to attend staff meetings and School functions, including events and activities that may run during the evening or at the weekend
7. to support the Nursery Manager in behaviour management
8. to share in the responsibility for the welfare and health & safety of all children in accordance with the School's Health & Safety Policy
9. to participate in the day-to-day care and maintenance of Nursery equipment, including ordering new and replacement stock
10. to help promote good home/School links and to foster greater understanding of good Early Years' practice
11. to take part in the daily planning and preparation of resources
12. to share in the task of keeping the Nursery classroom, toilet and kitchen areas tidy and clean
13. to accompany and assist with supervision on outings
14. to take part in staff development, INSET and training programmes on a regular basis to further professional development
15. to ensure children's sleep and care routines are maintained effectively
16. to administer first aid according to level of qualification
17. to attend collective worship

All staff are responsible for promoting and safeguarding the welfare of children and students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of children and students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

## Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE Level</li> <li>• NNEB/ NVQ Level 2 qualification in Childcare (or equivalent qualification)</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid Certificate</li> <li>• NVQ Level 3 qualification in Childcare (or equivalent qualification)</li> <li>• Formal training regarding the care of babies</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an Early Years setting</li> <li>• A sound understanding of the Early Years Foundation Stage</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children under the age of 2</li> <li>• Experience of independent preparatory education</li> <li>• SEND experience</li> <li>• Previous experience providing 1:1 support</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Excellent communication and organisational skills</li> <li>• Strong IT proficiency and experience of online assessment tool, e.g. Tapestry</li> </ul>	
<b>Disposition and personal qualities</b>	<ul style="list-style-type: none"> <li>• Common sense and initiative</li> <li>• Ability to relate effectively to Nursery aged children</li> <li>• Understanding of the importance of promoting and safeguarding the welfare of children</li> <li>• Clear and balanced views regarding pastoral care and discipline</li> <li>• Understanding of child development and the ability to recognise and respond to individual needs</li> <li>• Ability to motivate others and work as part of a team</li> <li>• Flexibility to adjust to change and development</li> </ul>	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy can be found on the School's website.



## School Tour

Click [HERE](#) to view our Open Day virtual tour.

## Salary & Benefits

### Salary

The salary range is between £21,257pa - £24,792pa, depending on qualifications and experience, together with the generous benefits detailed below. From 1 September 2022 the range will increase to £22,833pa-£27,587pa (NHC22-28).

### Hours

An Early Years Practitioner works 40 hours per week on a rotational shift basis to cover the opening hours of the Nursery (7.30am to 6.30pm). You are permitted a 30-minute unpaid break each day. All staff are required to attend INSET (staff training) days; payment for which is included in salary.

In addition, Early Years Practitioners are also required to attend Parents' Evenings, Parents' Drinks Receptions, Open Days and other events for the Nursery as part of their role, for which time off in lieu will be awarded.

### Holidays

Staff are entitled to 22 days' holiday per annum, plus bank holidays. New Hall Nursery closes for three days between Christmas and New Year; staff must set aside of annual holiday entitlement to allow for this closure. From 1 September 2022, the holiday entitlement will increase to 35 days' holiday per annum, inclusive of bank holidays.

### Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

### Bursaries

Means-tested bursaries up to 100% of Preparatory and Senior Divisions' School fees are available for support staff.

### Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

### Sports membership

As an employee, you are able to make use of an annual membership rate for the New Hall Sport Club, with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- Ten tennis courts
- Eight netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- athletics track





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