

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Early Years Practitioner

Closing date: Midday, Monday 22 August 2022

Interviews will take place on a rolling basis

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:

1. to provide 1:1 support for a child with SEND
2. to take responsibility, where appropriate, for leading planned activities under the direction of the Nursery Manager
3. to contribute to the assessment of the child's progress through observation and other forms of evidence, recording to the child's individual records
4. to ensure that the Learning Journey and online assessment for the child reflects progress and demonstrates 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 as appropriate, 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, health and safety of children, in line with the School's Health & Safety procedures
9. to take part in the care and maintenance of all Nursery equipment and to help with the ordering of 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 the child's sleep and care routines are maintained effectively
16. to administer first aid when required, in accordance with level of qualification
17. to attend collective worship
18. to have a welcoming and professional approach towards children, parents and staff

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
Education	<ul style="list-style-type: none"> • Educated to GCSE Level • NNEB/ NVQ Level 3 qualification in Childcare (or equivalent qualification) 	<ul style="list-style-type: none"> • Paediatric First Aid Certificate • Makaton training
Experience	<ul style="list-style-type: none"> • Experience of working in an Early Years setting • Strong understanding of the Early Years Foundation Stage • SEND experience • Previous experience providing 1:1 support 	<ul style="list-style-type: none"> • Experience of working with children aged 4 and under • Experience of independent education sector
Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent communication and organisational skills • Sound ICT skills and/or experience of online assessment e.g. Tapestry 	
Disposition and personal qualities	<ul style="list-style-type: none"> • Common sense and initiative • Ability to relate effectively to Nursery aged children • Understanding of the importance of promoting and safeguarding the welfare of children • Clear and balanced views regarding pastoral care and discipline • Understanding of child development and ability to recognise and respond to individual child's needs • Ability to motivate others and work as part of a team • Flexibility to adjust to change and development 	

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 £22,833pa-£27,587pa (NHC22-28, September 2022 rates).

Hours

The 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). A 30-minute unpaid break is permitted each day. All staff are required to attend INSET (staff training) days; payment is included in the salary.

Holidays

Early Years Practitioners are entitled to 35 days' holiday per annum, including bank holidays. The Nursery Division closes for three days between Christmas and New Year and for bank holidays. Staff must set aside annual holiday entitlement to allow for these closures.

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%.

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.

Sport club membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays



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