

Nursery Co-ordinator and Teacher



LITTLEGARTH
A truly independent school & nursery

Nursery Co-ordinator and Teacher Required for September 2021

We are seeking an inspirational Nursery Teacher to lead and coordinate our exceptional staff team as we aim to further develop our educationally rich and exciting Nursery environment to inspire a love for learning in our Nursery children.

The Nursery Co-ordinator will be a team player who leads by example. He/she will be responsible for monitoring and teaching children in the Nursery and will work with the Head of EYFS to ensure a smooth transition into Littlegarth School. The successful candidate will be supported by a strong team of experienced and dedicated staff who are keen to embrace new ideas but who are also dedicated to maintaining our unique atmosphere and ethos.

For further details and application form please contact Peter H. Jones, Headmaster, Littlegarth School, Horkesley Park, Nayland, Colchester, CO6 4JR. Telephone 01206 262332, email: office@littlegarth.essex.sch.uk or visit our website: www.littlegarth.essex.sch.uk/recruitment

Closing date for applications: Friday 7th May at 12 noon. Interviews commence w/b 10th May.

Littlegarth School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the DBS.



About Littlegarth



Littlegarth is a co-educational day school for pupils aged 2^{1/2} - 11 located just outside Colchester, in the beautiful Stour Valley. The School was founded in Dedham in 1940, and became a Charitable Trust in the mid-1950s, with a Board of Governors. The school has grown steadily over the years, and moved to Horkesley Park in 1994.

The original house is a fine, Grade Two Listed Georgian building set in 28 acres of landscaped farmland, with stunning views over the valley. The grounds include sports fields, gardens and pasture. The main Georgian building houses many of the classrooms and recently numerous additional form rooms have been added which blend into the grounds. An excellent multipurpose Sports Hall was constructed in 2006.

In recent years we have purchased more land to provide extra sports pitches and we have also planted a four-acre field with over 2,000 trees which already provide an excellent environment for our Forest School sessions. We have added a wildflower meadow and we have also built an outdoor stage in the centre of the woodland area which will provide a delightful setting for future productions and concerts.



About Littlegarth

Littlegarth now caters for over 300 children of mixed academic ability in Nursery, Pre-Prep and Prep Departments. In the Summer Term, there will be over 50 children in our Nursery with strong numbers in both our Lower and Upper Nursery groups. At present there are 275 pupils in the Main School, with 115 pupils in the Pre-Prep (Reception, Y1 and Y2) and 160 in the Prep (Y3 – Y6). Pupils in the main school are organised into forms of approximately 20 pupils. Pre-Prep children are taught by their form teacher in the main, with Drama, French, Music and P.E. taught by subject specialists. Prep children are also taught by specialist staff in Art, DT, Computing and Science from Y3 and in all remaining subjects from Year 4.

We aim to inspire a lifelong love of learning. Our stimulating and wide-reaching curriculum is designed to enable each pupil to develop a range of talents and to encourage self-confidence. The children enjoy growing up in an environment where the spirit of co-operation and competition combine to provide essential tools for learning.



About Littlegarth

A distinctive feature of the school is the strong relationship between pupils and staff. This results in a warm and positive learning environment where children are relaxed, purposeful and confident. As a non-selective school our aim is to challenge every child so that they reach their full potential in all aspects of school life.

A substantial new building project has recently been completed which provides new classroom facilities for Reception and Years 5 & 6 as well as a large library incorporating IT facilities, art and design technology room, learning support, music and drama facilities. This development has provided extra space for learning support facilities for all ages and the department is well resourced with equipment appropriate to the needs of the children.

Our children move on to a wide variety of schools at the age of 11 including, the local Grammar schools, selective independent day schools and boarding schools. The school has a strong tradition of academic success with over 100 children gaining scholarship awards in the past five years.



POSITION	Nursery Co-ordinator and Teacher
REPORTS TO	Head of Early Years and the Senior Management Team including the Head Teacher when appropriate

Key responsibilities:

- Develop and implement appropriate policies and practice for 2½ - 5 year olds in line with the school ethos.
- Through reflective practice, provide a dynamic curriculum which values play, exploration and inclusion.
- Ensure excellent progress for children across all areas of development through effective observation, assessment and planning.
- Create a stimulating environment which supports learning.
- Ensure an effective transition for children between phases.
- Manage the professional development of staff to achieve success for children, their families and themselves.
- Plan and deliver training and development programmes for colleagues.
- Support parents to be confident and competent educators, actively involved in their child's development. Arrange Parents Evenings and Coffee Mornings to help stimulate discussion.
- Support all staff to be aware of and implement the School Safeguarding Policy to ensure that all our children are safe.
- Act at all times in a manner appropriate to the seniority of the post.
- Such other duties as may reasonably be expected to fulfil the functions of the post or of a senior member of staff at Littlegarth School.

More specific responsibilities include the following:

- Ensuring that a correct ratio of children to adults is maintained
- Organise cover staff when necessary
- Co-ordinate Nursery numbers with the Registrar and staff
- Submit staffing hours to the Head teacher and Bursar
- Control the Nursery budget
- Order resources and supplies as required
- Report any maintenance issues and ensure that the Nursery environment complies with health and safety regulations on a daily basis
- Co-ordinate with the kitchen any dietary requirements
- Ensure medical records are readily available and contact details for each child
- Take responsibility for the children's safety whilst in school and ensure accident books are completed when required and that first aid supplies are requested when low.

- Ensure that all staff are managing their key children groups in terms of Memory books up to date, next steps, assessments and monitoring of their progress and highlighting any concerns etc.
- Maintain own key children groups too and be aware of next steps and progress for the whole class
- Writing of half yearly and end of year reports for own key children and support other staff with theirs when appropriate
- Help to implement planning in the moment and completion of Medium Term Plans, ensuring that all areas of learning are covered including differentiation for children where appropriate
- Complete daily plans and observations to inform future planning, including British Values
- Support all staff and empower them to carry out their role to the best of their ability; identify any training needs and hold regular 1:1 chats to discuss any issues
- Promote teamwork and welcome ideas and suggestions to create a Vision for the future of the Nursery
- Encourage good relations with parents and regularly review ways to include them in their children's education and development
- Respond to any Parental concerns or complaints efficiently and empathetically, recording in the Nursery office and completing incidence forms and forwarding to senior management when appropriate
- Engage in reflective practise throughout the Nursery so that events and situations can be effectively monitored and improved; safeguarding and behaviour especially
- Keep up to date with policy changes and EYFS curriculum
- Ensure that the Nursery is clean and tidy, offering a welcoming environment with good quality displays of the children's work
- Recording and dispensing of medicines in accordance with school policy
- Liaise with Reception teachers to ensure smooth transitions for the children in September
- Offer support to parents who are experiencing any difficulties with their children
- Prepare for two annual parent's evenings
- Organise parent workshops for maths and literacy
- Offer support to staff and seek advice if unsure

The successful candidate will be expected to help with at least one after school club per week, attend meetings, assist in organising occasional Saturday morning taster sessions and support events run by the FLS parents' association.

Safer Recruitment

Littlegarth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service (DBS).

The successful applicant will be given a conditional offer of appointment subject to the following pre-employment checks:

- identity
- qualifications
- barred list
- enhanced DBS
- right to work in the UK
- overseas check (if lived abroad)
- European Economic Area check (if applicable)
- a Section 128 Order
- prohibition from teaching
- prohibition from management
- two satisfactory references
- a complete employment history



Closing date for application: Friday 7th May 2021 at 12 noon

Applications must be via an application form which should be completed in as much detail as possible; a CV can be provided only as a supplement. Your application must be accompanied by a covering letter in which you have the opportunity to include relevant details which might not feature in the formal application.

If you wish to submit your application by email, please send to head@littlegarth.essex.sch.uk. You should follow up an emailed application with a signed, hard copy by the closing date.

Postal applications should be addressed to Mr. Peter H. Jones, Headmaster, Littlegarth School, Horkesley Park, Nayland, Colchester, CO6 4JR.

You will receive an acknowledgement of application and a further response once short-listing has been completed.

If you have any questions regarding the application process please do not hesitate to telephone Carlyne Morey, Headmaster's Secretary on 01206 262332 or email head@littlegarth.essex.sch.uk

Interviews will take place week beginning 10th May.

Thank you for your interest in this exciting post and I look forward to receiving your application and perhaps meeting you later in the term.

Peter H. Jones, Headmaster





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