

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Early Years Practitioner (4 days per week)

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 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 and Procedures 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 2 qualification in Childcare (or equivalent qualification) 	<ul style="list-style-type: none"> • Paediatric First Aid Certificate • NVQ Level 3 qualification in Childcare (or equivalent qualification) • Formal training regarding the care of babies
Experience	<ul style="list-style-type: none"> • Experience of working in an Early Years setting • A sound understanding of the Early Years Foundation Stage 	<ul style="list-style-type: none"> • Experience of working with children under the age of 2 • Experience of independent preparatory education • SEND experience • Previous experience providing 1:1 support
Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent communication and organisational skills • Strong IT proficiency and experience of online assessment tool, 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 the ability to recognise and respond to individual 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 virtual tours.

Salary & Benefits

Salary

The salary range is £20,800pa-£22,400pa (S2-4).

Hours

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

The Early Years Practitioner is entitled to 28 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. All holiday is subject to prior line manager approval.

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%.

Lunch in term time

Currently, all staff are provided with lunch without charge during term time.

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 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
- 12 golf practice bays

Working at New Hall

New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider the School 'home', New Hall offers a fast-paced, varied and rewarding environment in which to work.



Views of New Hall (above left) and the staff room (above right), located in the main School building



Indoor swimming pool (above left) and Fitness Suite (above right), available for staff use



Denford Bar & Lounge (above), available for staff use



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