



## Nursery Post - EYFS Practitioner (Term-time Only)

### The Post

A full-time *EYFS Practitioner* (Level 3 and above in an *Early Years* qualification) is required in the Nursery. The successful applicant will ideally be an *EYFS Practitioner* with appropriate qualifications and will join the *Nursery* team in the Junior School.

The post offers opportunities for the successful candidate to participate fully in the further development of this lively and forward-looking School. S/he must have a clear philosophy of education and must be prepared to offer energy and commitment.

The *Early Years Practitioners* report directly to the *Head of Early Years Foundation Stage*. The main purpose of the role is to contribute effectively to teaching and learning in the Nursery with a view to maintaining the highest standards. The role also requires that the successful candidate be prepared to work in Reception classes, as and when required. In addition to fulfilling a teaching role in the Nursery, the *Early Years Practitioners* will also be responsible as following:

### Responsibilities include

#### Specific

- To work with Junior School colleagues, under the direction of the *Head of EYFS*.
- To maintain high standards of teaching and learning by following the policies and practices of the School, within the agreed guidelines and directives.
- To inspire pupils with a love of learning and to introduce and maintain good learning and working habits through good practice.
- To contribute to providing a vibrant environment that meets the needs of the Nursery children, respecting and reflecting their cultural and religious backgrounds and their individual stages of development
- To work independently with small groups to support pupils' learning, under the guidance of the *Head of EYFS* and other relevant teaching staff (*Deputy Head/Director of Studies; Key Stage Leader; and Head of Learning Support*).
- To deliver phonics teaching and learning sessions with small groups.
- To attend to the pastoral care of the pupils.
- To keep an accurate record of the progress and achievements of the pupils entrusted to you as a Key Person
- To ensure that there is excellent communication and partnership between School and Home, with parents kept informed of their child's progress throughout the academic year as appropriate.

- To be prepared to attend out of hours activities as reasonably required by the Headmaster (e.g. Inset; staff meetings; Parents' evenings; and Assessment Days)
- To follow and support the School's *Behaviour Management Policy* and *Code of Conduct*
- To know and adhere to the school's *Safeguarding Policy and Procedures*.
- To always be a proactive team member, offering appropriate support to colleagues in the Nursery and in Pre-Prep 1
- To be flexible within working practices in the Nursery - be prepared to help where and whenever necessary (e.g. the preparation of snacks; the cleaning of equipment; the preparation of display boards; and other domestic jobs)
- To ensure that accidents are recorded and reported to the School Nurse, with parental signatures acquired as appropriate
- To be prepared to administer First Aid as and whenever required and to attend First Aid training
- Take care to look closely at the needs of the whole Nursery setting and consider where help is most needed and how the needs of the children can be most effectively met
- To ensure that the children are always handed over to an agreed parent/guardian who is known to the Nursery
- To respect the confidentiality of information that may be in your possession
- To wash and clean children as required and appropriate
- To provide intimate care, when and where necessary, in line with *SBJS Intimate Care Policy*.

### **General**

- To protect and nurture the Catholicity of the School to promote the spiritual, intellectual, moral, cultural, physical, and social development of the pupils.
- To observe the conventions regarding dress and decorum enunciated and published by the School.
- To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the school.
- To undertake *Performance Review* (appraisal) process.
- To have regard for personal, professional development and to attend and participate in professional development days which the Junior School Headmaster, or Deputy Head/Director of Studies may advise and/or organise.
- To account for all notes and / or communications from parents and see to it that these are given to the Junior School Headmaster through established channels.

### **Successful candidates will:**

- be positive, flexible, and nurturing
- be able to build and maintain good relationships with teachers, pupils, and parents
- have a willingness to learn new skills
- be able to adapt tasks to support a child's needs
- have good communication skills

## **School Times and Co-Curricular Commitment**

The Nursery is open from 8.00am - 6.00pm during term time. The EYFS Practitioner role will commence at 10.00am and end at 6.00pm, Monday to Friday inclusive during term time.

As well as providing a rich creative curriculum, the children have many co-curricular opportunities in Sport, Music, Drama and Art. Music and Drama are a strength of the School and both Junior and Senior Schools are renowned for sporting achievement. We feel that these opportunities help to develop confident pupils and personalities where individuals value themselves and, most importantly, learn to value others and appreciate the importance of adopting a growth mindset.

Both the Junior and the Senior Schools are renowned for their care and commitment to personal development and formation. In the Junior School we aim to provide a home from home, one that prepares the children for secondary education at the Senior School.

***Please see our Recruitment Pack for a full description of the School's Strategic Plan and significant opportunities for development at St Benedict's.***

## **Remuneration**

The annual salary will be dependent upon experience.

The successful candidate will be required to sign a *St Benedict's School Contract*. S/he will also be subject to the new *Criminal Disclosure Regulations*; a criminal record will not necessarily be a bar to obtaining the position.

## **Applications and Timetable**

Candidates must apply using the enclosed application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Closing date for applications is 12.00 noon, Thursday 24 April 2025

Interviews will take place w/c 28 April 2025, and if you have not heard from us by then, your application has been unsuccessful.

Post to commence in September 2025

***A visit to the School is welcome either before or after application. It can be arranged by telephoning Mrs Helen Clarkson, the HM's PA on 0208 862 2054.***

<b>Person Specification</b>			
	<b>Essential</b>  <i>These are qualities without which the applicant could not be appointed.</i>	<b>Desirable</b>  <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 (or an equivalent qualification)</li> </ul>	<ul style="list-style-type: none"> <li>• A degree (e.g. BA, BSc, BEd, PGCE) and QTS</li> <li>• SEND Qualifications</li> <li>• Evidence of additional courses attended, and certificates attained</li> <li>• Catholic Teachers' Certificate</li> </ul>	Production of the applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Evidence of experience in EYFS</li> </ul>	<ul style="list-style-type: none"> <li>• At least two years' experience as an EYFS Practitioner</li> </ul>	Contents of the Application Form.  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Good people skills</li> <li>• The ability to be proactive</li> <li>• A team player</li> </ul>	<ul style="list-style-type: none"> <li>• ICT skills, especially knowledge and understanding of Arc Pathway, ActivInspire, MS Word, and MS Excel</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of the needs of children in EYFS</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the needs of children in KS1 and at KS2</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Personal Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• A willingness to play a full part in every aspect of life at St Benedict's School and Nursery</li> <li>• A willingness to be fully supportive of the Catholic ethos of the School</li> <li>• Positive attitude toward meeting the needs of the children and their Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Musical and/or Artistic Talent / Performing Arts</li> </ul>	Contents of the Application Form  Interview  Professional references