



# ST EDWARD'S PREP

A WISHFORD SCHOOL

**Nursery Lead Practitioner  
Candidate Pack – required from 1<sup>st</sup> July 2021**



## **INTRODUCTION**

Thank you for your interest in our Nursery Lead position at St Edward's Prep.

We are an independent school who has a strong family and community ethos and are looking to appoint a dynamic and ambitious Nursery Lead Practitioner to manage, teach and grow our exciting Little Griffins Nursery. The Little Griffins Nursery is moving to an all-year-round provision at the end of this term and the successful candidate will be responsible for leading the class, other nursery assistants and planning the curriculum for this fast-growing part of our school. The small Nursery is set within our highly regarded prep school, located in the centre of Reading and the Nursery Lead Practitioner will work closely with the Head of EYFS and the Headteacher to lead an already successful nursery to a new level, enhancing the nursery's offering and facilities and elevating its position in the community to one of the foremost nurseries in the area. I want to thank you for taking the time to apply for this position and hope to meet you soon.

Kind regards,

Jonathan Parsons

Headteacher

## **THE SCHOOL**

St Edward's Prep is an independent prep school that provides a safe, happy environment in which children develop a love of learning and gain the confidence, character and the capability to fulfil their potential. A school in which pupils develop a passion for and awareness of the world, that empowers them to take action and make it a better place for all.

St Edward's Prep has been providing first-class education for boys in Reading for over 60 years. Our school has an excellent reputation for the quality of its teaching, small class sizes, academic rigour and the traditional values we encourage in a warm and caring environment. Over the last few years we have been developing an exciting approach to teaching across the school that encourages pupils to enquire, ask questions and develop a deeper understanding of the world they live in. This has naturally led us to start welcoming girls from September 2021 into our Reception class and our Little Griffins nursery is already co-ed.

For more information visit [www.stedwardsprep.com](http://www.stedwardsprep.com)

## **WISHFORD SCHOOLS**

St Edward's Prep is proud to be part of Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving Heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders and each other, meaning that someone is always available to offer advice and support. For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk). The full job description and person specification can be found below.

## **REMUNERATION**

This is a year-round position of 40 hours per week with a competitive salary depending on experience. An excellent benefits package will be provided including access to the pension scheme and school fees remission. The position attracts 25 days of paid holiday in addition to Bank Holidays.

## **APPLICATION PROCESS & IMPORTANT DATES**

Applicants should complete the school's application form and submit this by email to Tracy Glass, at [t.glass@stedwardsprep.com](mailto:t.glass@stedwardsprep.com). There is no need to send us a CV or letter of application as all details are on the form. However, particular attention will be given to any relevant experience and your personal statement that should include information about your approach to/philosophy of education, your reasons for applying and how you are suitable for the role.

The closing date for applications is Monday 10th May 2021

Interviews Thursday 13<sup>th</sup> May 2021

## **CONTACT DETAILS**

If you have any queries or would like further information, please do not hesitate to contact Tracy Glass on 0118 2077 184 or [t.glass@stedwardsprep.com](mailto:t.glass@stedwardsprep.com)

*St Edward's Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## **Job Description - Nursery Lead Practitioner**

### **Overview**

The Nursery Lead Practitioner will be responsible for the daily running and administration of the nursery whilst adhering to the Policies & Procedures, ensuring compliance with the Children Act and Health and Safety legislation, all within the requirements and guidelines laid down by regulation. With additional support, the Nursery Lead Practitioner will be responsible for their own class.

### **Main Responsibilities and Tasks**

#### Strategic Planning

To support the Head of EYFS with the input into the next development stage of nursery growth, including the marketing and recruitment of pupils.

To support the Head of EYFS to implement the new EYFS Framework

To support the Head of EYFS in the creation of the EYFS Development Plan

#### Operational Management

- To manage your time and the staff effectively to fulfil the requirements of the job.
- To manage the provision of the nursery ensuring that children, parents and the staff team work together to provide high quality childcare.
- To manage a staff team effectively, including working with nursery staff, the Headteacher, The Head of EYFS and the wider prep school team.
- To agree and set nursery goals and monitor the achievement of progress against targets.
- To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.
- To be responsible for the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements at all times.
- To ensure that the nursery conforms to and exceeds the requirements of Early Years Foundation Stage settings, including those of inspection bodies such as ISI.
- To uphold and ensure a high standard of care throughout the nursery.
- Establish and maintain effective working relationships in the staff team, through regular staff meetings, team meetings, training sessions and positive and constructive feedback.
- To prepare reports as necessary for children's attainment and the analysis of performance in the setting.
- To work alongside the Headteacher and the Admissions Team to maximise pupil numbers and to keep track of availability of spaces.
- To maintain children's records to a high standard with due regard to confidentiality.
- To assist staff in carrying out observations and evaluations of children's activities.
- To ensure that the environment and resources are fit for purpose, safe and hygienic.
- To maintain personal contact with parents through meetings, parents' evenings, open days and informal conversations.
- To ensure that all parents are fully informed about the nursery and that new parents are welcomed appropriately giving due regard to their concerns and questions.
- Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.

- To ensure that the physical environment of the nursery is maintained to comply with the requirements of the Health & Safety at Work Act.

### Teaching and Learning

- To provide a safe, friendly, stimulating environment in which the pupils can flourish.
- To have a thorough knowledge of the EYFS Framework.
- To follow the EYFS Framework in order to promote the development of the abilities and aptitudes of the pupils in any class or group assigned.
- To prepare termly plans according to the schemes of work and to upload them into the relevant folder on the school network.
- To prepare weekly and plan in accordance with school procedures and to teach lessons to pupils according to policies
- To assist in any review of schemes of work.
- To assess and record pupils' progress.
- To liaise with the SEN Teacher regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.
- To participate in 'Inset' Days and training courses.
- To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas.
- To utilise a variety of teaching methods and strategies to enthuse pupils and take their learning forward.
- To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning.

### **Person Specification - Nursery Lead Practitioner**

The successful candidate will have the following skills, experience and qualities:

#### **Essential**

- Minimum three years of similar nursery experience.
- Nursery Nursing qualification such as CACHE Diploma in Child Care and Education, NVQ Level 3, 4, 5 or higher in Children's Care or a Teaching qualification.
- Valid Paediatric First Aid Certificate
- General and specialist knowledge of the Early Years Foundation stage, including legal requirements and developments in Early Years education.
- Have an awareness of Health & Safety legislation.
- A confident and capable leader with the ability to motivate a team through one's own excellent practice and development of others.
- A confident and sensitive communicator with both adults and children.
- To adhere to the school's values and ethos.
- To display professionalism in all areas such as punctuality, work ethic, honesty, reliability and collaboration.
- Have excellent organisational and time management skills.
- Have the ability and passion to ensure the delivery of superb care and education.
- A good standard of written, oral and IT skills.
- Committed to safeguarding and promoting the welfare of children.

#### **Desirable**

- Knowledge of Tapestry as a means of tracking pupil progress and communicating with parents