



ST EDWARD'S PREP

A WISHFORD SCHOOL



**EARLY YEARS TEACHING
ASSISTANT (NVQ LEVEL 3)**

CANDIDATE PACK | REQUIRED FOR IMMEDIATE START

INTRODUCTION

Thank you for your interest in our EYFS Teaching Assistant 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 Early Years Teaching Assistant to work in our exciting Little Griffins Nursery. The Little Griffins Nursery has recently moved to an all-year-round provision and the successful candidate will be required to assist the Nursery Lead Practitioner with the class. The small Nursery is set within our highly regarded prep school, located in the centre of Reading and the EYFS Teaching Assistant will work closely with the Nursery Lead Practitioner and the Head of EYFS to help the 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

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



REMUNERATION

This is a year-round full time position 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 Jennifer Hasley, at hmpa@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 Friday 29 April 2022.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Jennifer Hasley, Head's PA on 0118 574342 or hmpa@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

OVERVIEW

The EYFS Teaching Assistant will be responsible for assisting the Nursery Lead Practitioner with the daily running 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.

MAIN RESPONSIBILITIES & TASKS

Strategic Planning

To support the Nursery Lead Practitioner with the input into the next development stage of nursery growth, including the marketing and recruitment of pupils.
To support the Nursery Lead Practitioner to implement the new EYFS Framework
To support the Nursery Lead Practitioner in the creation of the EYFS Development Plan

Day to Day Operations

- To manage your time and the staff effectively to fulfil the requirements of the job.
- To assist the Nursery Lead Practitioner in the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements at all times.
- To uphold and ensure a high standard of care throughout the nursery.
- Establish and maintain effective working relationships in the staff team
- 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.
- 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 assist in providing 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 assist in any review of schemes of work.
- To participate in 'Inset' Days and training courses.
- To assist in 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.

PERSON SPECIFICATION

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

Essential

- 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 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.