

# Staff Recruitment

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## Beechwood Park School

Nursery Practitioner  
Woodlands Nursery



Beechwood Park  
SCHOOL

NURTURE . ENGAGE . INSPIRE

# Beechwood Park School



*Beechwood Park School* is an independent day and flexi-boarding school for boys and girls aged 3 to 13.

“Going places. With its dynamic new head and, in the words of one happy parent, ‘feel good factor’, *Beechwood* should definitely be on the list of parents who want the certainty of a quality end destination for their child without compromising the joy of the journey.” *Good Schools Guide, 2017*

<b>90</b>  TEACHING AND TEACHING SUPPORT STAFF	<b>19</b> Scholarships		<b>140+</b>  Co-Curricular Activities offered throughout the year
	<b>540+</b> Pupils	<b>170+</b> Sports teams	
<b>21</b> specialist instrumental and singing teachers	<b>18</b> classes in Forest School		<b>300+</b> pupils take instrumental lessons
<b>70+</b> pupils take LAMDA exams	<b>2</b> Indoor Swimming Pools	<b>7</b> choirs  <b>60</b> Boarders	Set in <b>37</b> Acres  <b>22</b> bands and ensembles





'Approached down a seemingly endless winding driveway  
redolent of entering a fairy tale...' *The Good Schools Guide, 2017*



# An Historic Location



*Beechwood Park School*, founded in 1964, is a very recent part of the history of the *Beechwood Park Estate*—a story that begins, as far as we can tell, with the foundation of a Nunnery, later called the ‘Nunnery of St Giles-in-the-wood’ in Saxon times.

The land and Nunnery were handed to Ralph de Tony (whose name appears in the Domesday Book) by William the Conqueror when he divided up his new kingdom. Ralph had distinguished himself on the field of battle a number of times to William’s benefit and *Beechwood Park* was just one part of his reward.

So begins a rich and varied history that involves Henry VIII, Edward VI, Sir John Tregonwell, Sir Richard Page, and King Charles I and II (Sir Edward Sebright was a standard bearer for Charles I in the English Civil War). There were 15 Sebright Baronets in all, some of them Members of Parliament and others equerries to the Royal Household. Lady Olive Sebright was a personal friend of Queen Mary, consort of King George V. Queen Mary visited *Beechwood Park* a number of times and photographs in the School’s archive show her at luncheon in the Great Hall in 1948.

The magnificent east front was added to the Jacobean house in 1702. The parkland that we see in front of the main house, by that time a Queen Anne mansion, was designed by Lancelot Capability-Brown in 1753. Copies of Capability-Brown’s original survey and plan for the new parkland are held in the School’s archives.

Recent archaeological surveys and digs, sponsored by the School, have revealed remains of medieval walls and courtyards as well as artefacts such as brooches and drinking vessels dating from medieval times. The School’s young archaeologists have been fully involved in making these exciting discoveries.

*Beechwood Park School* opened on October 8th 1964. The School was formed from the combination of *Shirley House School* in Watford and *Heath Brow School* in Hemel Hempstead. Originally an all boys boarding school, *Beechwood Park* first admitted girls in September 1993. Over the years, the Junior and Middle Departments have been added and in 2005 *Beechwood* extended its provision to include children of nursery age by acquiring the Nursery at Little Cheverells.

And so the School continued to evolve, the latest additions being the provision of an Indoor Swimming Pool Complex, the onsite *Woodlands Nursery*, which opened its doors in September 2015 and a brand new recording studio (2017)!

Although fixed here for Sir John Gage Saunders in the 1860s, the clock dates from 1764 and came from the Worcestershire estates of the Sebright family. [www.historicengland.org.uk](http://www.historicengland.org.uk)



# Beechwood Park in the 21st Century



The *Beechwood Park* of today successfully blends the old with the new; innovation with tradition. Boys and girls create ceramics in the pottery room located in the old wine cellar and fabulous music compositions in the dedicated Apple Music Technology Suite and Recording Studio situated in a former coach house.

*Raspberry Pi*, *Micro Bits* and 3D printers inspire Computer Science studies, whilst outside, pupils make full use of the grounds and hunt for bugs in the *Forest School*. From Greek or Russian Club to Cheerleading or Chess, there is something to captivate every curious mind from our youngest *Woodlanders* to our talented 13+ candidates who confidently head off to a range of excellent independent day and boarding secondary schools.

The Capability Brown sculpted grounds provide orienteering trails, an indoor swimming pool complex, outdoor classrooms and eleven football pitches where a multitude of matches play out under the watchful gaze of our neighbouring sheep.

At the end of a busy and stimulating day, School buses depart and boarders' tea commences, then homework, music practice, the ever-popular Colditz - a *Beechwood* tradition! And then bed.

## Pastoral Care

The provision of cutting-edge pastoral care is at the heart of *Beechwood Park*. There is a genuine commitment to and care for each member of the community and the happiness of each child is central to this.

The School provides children with a safe and happy learning environment in which they can enjoy building friendships for life and developing their innate creativity, curiosity and confidence within the framework of our fortnightly pastoral values.

## Boarding

Pupils in Year 5 and above can flexi-boarding, choosing how many nights a week they wish to board between Monday and Thursday night . There is no weekend boarding. The boys' and a girls' boarding houses, where each evening once homework and music practice is complete, the children can take part in many and varied activities and games on offer.



# Our Mission, Aims and Objectives



**Beechwood Park's mission is to be the first-choice preparatory school for parents considering an independent school, recognised for its outstanding quality of educational experience and care.**

To fulfil this ambition, with the support of parents, the School:

**Nurtures** and promotes the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence

**Engages** the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences

**Inspires** children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society

Enables inspirational and reflective teachers to provide every pupil with outstanding teaching, delivering the highest levels of educational pace, variety and challenge

*Beechwood Park School* aims to inspire excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear. Ours is a holistic education, which educates the whole child across a wide range of academic, extra-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning.

## **Recruitment Aims**

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Headmaster appoints all staff.

## **Pupil Profile**

The School assesses all of its pupils upon entry. Most of our pupils are above the national average in their academic ability and will achieve success in academically selective 11+ and 13+ examinations to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are gifted and talented. The School is proudly co-educational.

# The Role



**Job Title:** Nursery Practitioner

**Department:** Woodlands Nursery

**Reporting to:** Head of Nursery

**Line Manager for:** N/A

(Based on the *Teaching Assistant Standards*)

italicised).

Beechwood Park staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.

The primary role of the nursery practitioner is to work with teachers to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion. They give assistance to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.

## Role Responsibilities



### Personal and professional conduct

Beechwood Park expects Nursery Practitioners to:

- Have a proper and professional regard for the ethos, policies and practices of the School, including the aims to nurture, engage, inspire and challenge all pupils.
- Model a Growth Mindset, inspiring every child to develop a Growth Mindset.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the School community, upholding the school's values at all times.
- Have regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with School policies and practice.
- Specifically, promote and safeguard the welfare of all members of the School community by endorsing, understanding and exercising your roles and responsibilities in accordance with the BPS Health and Safety, Fire Safety and Staff Conduct policies and procedures as published on the staff intranet.
- Upholding Values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

### Knowledge and understanding

Beechwood Park expects Nursery Practitioners to:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with School leaders.
- Identify relevant professional development to improve personal effectiveness.
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the Nursery Practitioner role, with support from the School.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.



# Role Responsibilities (continued)



- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of *Standard English*.
- *Understand their roles and responsibilities within the classroom and whole School context recognising that these may extend beyond a direct support role.*

## Teaching and learning

Beechwood Park expects Nursery Practitioners to:

- Contribute to the raising of standards of pupil literacy and numeracy within the year group and across the School.
- *Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.*
- *Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.*
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and *use effective behaviour management strategies consistently in line with the School's policy and procedures.*
- *Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.*
- *Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.*
- *Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.*

## Working with others

Beechwood Park expects Nursery Practitioners to:

- *Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.*
- *With the class / subject teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.*
- *Understand their responsibility to share knowledge to inform planning and decision making.*
- *Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.*
- *Communicate their knowledge and understanding of pupils to other School staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.*

## School Responsibilities

- Understand the LSPPs and stated actions of pupils and implement actions in the course of supporting pupils in all lessons.
- Complete a biennial *Professional Development Review*.
- Contribute to *After Schools Clubs and Activities*, staff supervisory duties, absence cover as required.
- Attend assemblies and other *School* functions, playing an active part in the wider aspects of *School* life.
- Undertake other such specific duties appropriate to your post which the Headmaster may reasonably assign from time to time.

## Departmental Responsibilities

- Assist the *Head of Nursery* in departmental development, taking an active role in department initiatives.
- Attend departmental meetings.
- Assist in the development of the year group curriculum, VLE, trips, themed days, and developing partnerships with other schools.

# Role Responsibilities (continued)



- Assist with *After School Care* duties at least once a week.
- In partnership with the *Head of Marketing* help to promote the work of the department to the broader community through regular contributions to [www.beechwoodpark.com](http://www.beechwoodpark.com), social media, the School magazine, newsletters, corridor displays, open days and local, national and international press.
- Record pastoral incidents and patterns and parental communications on DayBook, keeping the *Head of Nursery* and *Head of EYFS* informed of significant concerns.
- Ensure outstanding levels of customer service in all communications, verbal or written KS1 and EYFS –Reception and Woodlands:
- Ability to celebrate children's work through display
- To lead phonics learning through phases 1-6
- Support PSED/PHSEE
- To attend to children's intimate care in line with the school's policy
- To hold Paediatric First Aid qualification or be willing to train
- Nursery Practitioners are required to compile unique child observations, identifying attainment, next steps and characteristics of effective learning.

## The Role of After School Carer

### Overall Purpose of the Role

To help in the provision of out of school hours child care provision for children from Woodlands Nursery and the Junior Department who may attend After School Care by booking in advance. The ASC program runs from 3:15 pm until no later than 6:00 pm during term time. The ASC Assistant is required to commence work from 3.00 pm and is required to stay until the last child is collected and the environment is left clean and tidy.

### Principal Responsibilities

- To assist in the supervision of children in the After School Care, monitoring pupil attendance, helping to maintain a healthy, safe and well-behaved environment at all times, taking action as necessary.
- To assist in the registration and ensuring it tallies with the expected numbers, taking action as necessary.
- To administer the lists of pupils to be collected from/ delivered to classes, clubs or buses each day, ensuring all personnel are appropriately informed.
- To ensure all children are signed out by an authorised parent or nominated person.
- To ensure the provision offers a safe and stimulating play environment.
- To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- To work face to face with the children registered with the club.
- To supervise tea time refreshments for the children.
- Ensure all Club equipment is cleared and locked away, leaving the premises clean, tidy and secure
- Record any accidents/incidents properly, informing parents and others appropriately.
- To discuss staffing issues with the *Head of Nursery*
- To follow guidelines and procedures for Safeguarding in accordance with *Beechwood Park School's* policies & procedures.
- Enjoy being a part of a thriving, successful and progressive preparatory school.



# Candidate Specification



## ESSENTIAL REQUIREMENTS FOR THE ROLE

- Ability to work in a way which promotes the safety and well-being of children.
- Genuine desire for every pupil to be nurtured, engaged and inspired
- A supportive team player
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life.
- High standard of personal presentation.
- Flexible and proactive attitude to work.
- IT and audio/visually literate.



## DESIRABLE REQUIREMENTS

- Classroom Experience.
- Secure knowledge of relevant Key Stage curriculum.
- A working knowledge of the National Curriculum and its assessment procedures.
- NVQ L3 or equivalent, relevant to the age group.
- Ambition and desire to take on further responsibilities
- Nursery practitioner experience



### Salary and benefits

*Beechwood Park* pays all members of the teaching staff according to the *Beechwood Park School Salary Scale* at the point appropriate to their qualifications and experience.

### Pension

The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the position holder in a pension scheme as and when required by law.

### Holiday

The statutory minimum holiday entitlement under the *Working Time Regulations 1998* is to be taken during School holidays. In addition, the position holder is not normally required to work during normal School holidays other than three days prior to the return and for whole School events. Public holidays occurring when the School is in session will be working days.

### Safeguarding

*Beechwood Park School* is committed to safeguarding and promoting the welfare of children and requires all of its applicants for employment both to complete a *BPS Staff Application Form* and to produce original documentation of certificates and degree qualifications. The School will undertake an enhanced DBS clearance check for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding, and to promote the welfare of children.

*The School reserves the right to review and change this job description as the needs of the School change.*

# Join Our Team



“Staff .... across the board seem to ooze  
passion for their subject.”

*Good Schools Guide 2017*

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## **ABOVE AVERAGE SALARIES WITH BEECHWOOD PARK SCHOOL SALARY SCALES**

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<b>ACCESS TO A PENSION SCHEME</b>	<b>SUPPORT FOR EMPLOYEE CAREER DEVELOPMENT &amp; CPD</b>
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**SCHOOL FEES REMISSION ARRANGEMENTS**

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# The Application



Please download, complete and return the School's *Application Form* with a handwritten covering letter of application, to

**Mr E W Balfour  
Headmaster  
Beechwood Park School  
Beechwood Park  
Markyate  
Hertfordshire  
AL3 8AW**

Please feel free to contact the Headmaster for an informal discussion on  
[headmaster@beechwoodpark.com](mailto:headmaster@beechwoodpark.com)

**Closing date for applications: Friday, 20th April, 2018**

**Interviews will be held during the week commencing Monday, 30th April 2018**

## **Safeguarding and Child Protection**

*Beechwood Park School* is committed to safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment both to complete a *BPS Staff Application Form* and to produce original documentation of certificates and degree qualifications.

The School will undertake an enhanced DBS clearance check of the successful candidate.

The School expects all staff members to understand and actively promote their obligations and responsibilities in safeguarding and promoting the health, safety and well-being of all children.

# Location and Access



*Beechwood Park* is set in beautiful rural parkland outside the village of Markyate. Although rural, the School is only 5 minutes from Junction 9 of the M1 and 15 to 20 minutes from Harpenden, St Albans and Berkhamsted – all with super-fast train links to central London.

The School runs an extensive bus service for pupils, before and after School, to Harpenden, St Albans and many surrounding villages. These areas offer some beautiful villages and places to live, within easy reach of London.

## LOCATION

*Beechwood Park School* is located minutes from Harpenden, St Albans, Redbourn, Berkhamsted, Luton, Dunstable and Hemel Hempstead.

Our coach service offers routes to a wide range of locations.

**BEECHWOOD PARK SCHOOL**  
MARKYATE, HERTFORDSHIRE AL3 8AW



Direct train service:

St Albans to London St Pancras - 18 minutes

Harpenden to London St Pancras - 25 minutes

Luton Airport Parkway to London - 24 minutes



M1 (junction 9) - 5 minutes

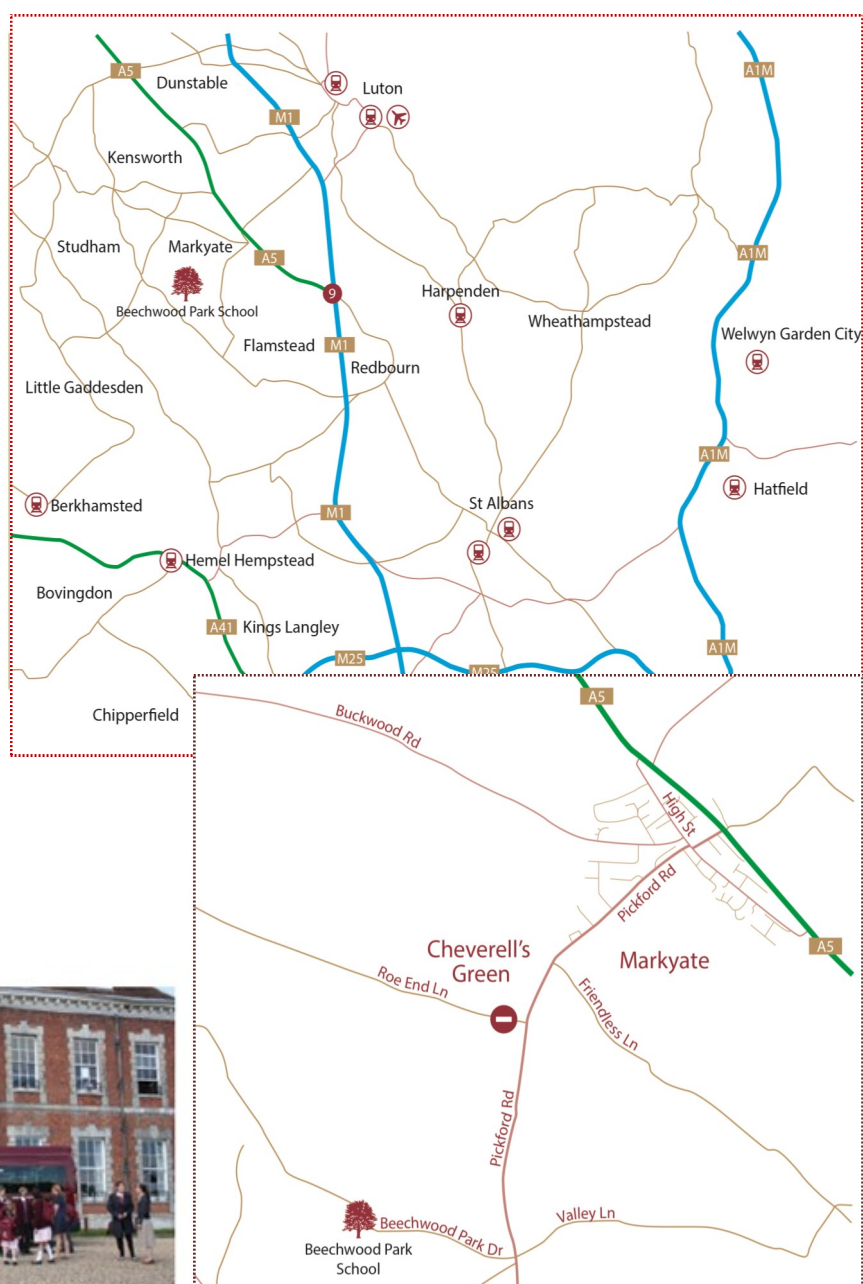
Harpenden - 15 minutes

St Albans - 20 minutes

Berkhamsted - 20 minutes



London Luton - 15 minutes



[www.balnesdesign.co.uk](http://www.balnesdesign.co.uk) A66661







**Beechwood Park**  
SCHOOL

Beechwood Park, Pickford Road, Markyate, St Albans, Hertfordshire AL3 8AW

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