



HALSTEAD ST ANDREW'S
SCHOOL



Nursery Practitioner

Required for September 2023



Welcome to Halstead St. Andrews! Thank you for your interest in working at our new school. If successful, you will be joining HSA at a very exciting time and we hope the information contained in this pack enables you to understand the aims and ethos of our school.

Our pupils love coming to school; it has a great sense of energy and warmth which visitors often comment on and is undoubtedly a very happy school. There is never a dull moment with plenty of fun and laughter inbetween the hard work. The curriculum is broad, including music, art, design & technology, drama, dance, PSHEE, outdoor learning, ICT and a wide range of sports as well as the academic subjects of English, mathematics, French, Spanish, science, history, geography and RE. Specialist subject teaching increases as pupils go through the school, ensuring an enthusiastic, knowledgeable and motivating approach from their teachers with the highest possible standards reached through praise, encouragement and a full understanding of each pupil's needs and abilities.

Within our idyllic setting, the children enjoy learning in specialist facilities including well-resourced classrooms, a music suite, ICT suite, science laboratory, art room, DT and food tech classroom as well as a stage, sports hall, netball courts, a new outdoor learning area and beautiful play areas.

A wide range of co-curricular clubs such as judo, cookery, debating, building, art and even a magic club enrich the girls' experience and give further opportunities to discover and nurture their interests and talents.

Caring



We always seek to treat others with compassion and hugely value our community.

Imaginative



From an early age, HSA will encourage awe and wonder with a love of adventure.

Fun



Fun is at the heart of our learning ethos and an infectious part of the school's personality.

Proud



The pupils love to put on their uniform and wear their badges with pride.

Respectful



We are always bowled over by the manners of our pupils; they really are a huge credit to the school.

Ready



Children are encouraged to be independent so they feel confident and ready to learn.

Halstead and St. Andrew's have formed an exciting new partnership and will become Halstead St. Andrew's from September 2023. We are expanding our thriving Nursery and have recently extended our provision to 46 weeks a year.

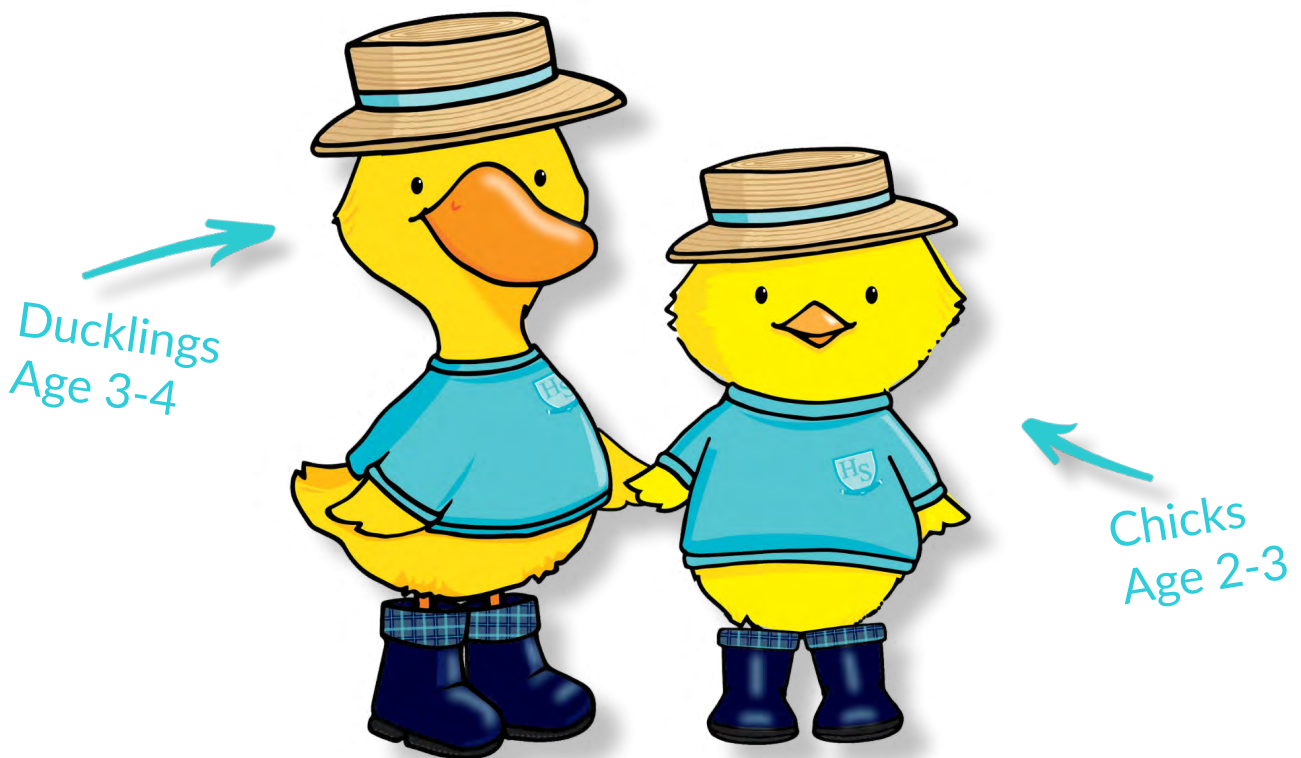
The Nursery educates up to 40 girls from 2 years old until they start their Reception year at Halstead.

The Nursery team works closely with the Halstead Early Years (Reception) and Pre-Prep (Year 1 and Year 2) departments to ensure unity and consistency across the curriculum, progression, staff



The Nursery is split into two sections; Chicks aged 2-3 and Ducklings aged 3-4. All pupils follow a tailored curriculum with specialist lessons taught in dance, drama, PE and music. They also have dedicated time in the outdoor learning area every week.

We have lots of adult/child interaction time and the flexibility to deliver a tailored curriculum around the interests of the children. We see each child as an individual and are always looking for their next steps in learning.





We are seeking an inspirational, suitably qualified, dynamic, caring and professional Nursery Practitioner to assist in the flourishing Nursery department.

You will have drive and ambition and seek successful outcomes for the pupils and staff. You will foster a love for learning and inspire and engage all stakeholders in this important phase of a child's education. You will have excellent knowledge and understanding of the EYFS and how to implement the regulatory requirements of this age group. You will also be aware of how technology can be successfully and sensitively used by pupils and to track academic and pastoral progress.

Hours of Work: Full and part-time positions are available; hours will be discussed with each candidate during the interview process. Your working hours will include regular breaks where free tea/coffee and a free lunch are provided.

Remuneration: Halstead St. Andrew's has its own very competitive pay scale. The salary will be dependent on relevant experience and qualifications. Further staff benefits can be found on page 6.

Reporting To: Nursery Manager

Equal Opportunities: Halstead St. Andrew's is committed to equal opportunities for all, regardless of gender, disability, religion and ethnic origin.

Job Description

- To provide a high level of care during term-time and throughout the holidays.
- Communicate with the class teacher/leader and be familiar with lesson/activity plans.
- Act as the key person for some pupils, as directed.
- To contribute to online learning journals, creating observations, monitoring and supporting the tracking of children's progress using Evidence Me.
- Follow all school-wide Early Years policies and procedures.
- Contribute to the continuous improvement of HSA's provision for children.
- Encourage learning and development through play and teaching.
- Create a secure environment, using your imagination to help children learn.
- Work with the class teacher/leader to communicate with parents on a daily basis.
- Attend meetings for planning, observations and any other team meetings as required.
- Always have the pupils' best interests at heart and be sensitive to their needs.
- Maintain good order of pupils and safeguard their health and safety.
- To work as part of an effective and efficient team and work in partnership with colleagues to ensure the day-to-day routines of the classroom are maintained.
- Accept advice from the Nursery Manager, Head of Pre-Prep, the Head and members of the Senior Leadership Team.
- Undertake reasonable tasks as required by the Head, including break and lunchtime supervision as required.
- Maintain high standards of appearance, punctuality and professional manner.
- Attend all INSET days and any other professional development as required by the Head.
- Attend school events such as Parents' Evening as necessary.

Person Specification

Knowledge and Expertise

It is essential for all Early Years staff at HSA to possess the following knowledge and expertise:

- At least an appropriate Early Years Level 3 qualification.
- A range of successful experience and understanding of the education and development of young children.
- To be confident using the Birth to Five Matters framework.

Skills and Attributes

The successful candidate will be expected to show:

- Enthusiasm, flexibility and a positive outlook.
- Excellent interpersonal skills with a warm and encouraging personality.
- The ability to relate well to children, colleagues and parents.
- Sensitivity, diplomacy and tact.
- The ability to maintain confidentiality.
- The ability to work as part of a team as well as to follow instructions and use initiative.
- Good organisational skills.
- Willingness to become fully aware of and support the school's commitment to safeguarding pupils.
- The ability to maintain a view of the 'big picture' and a sense of humour in all situations!

Benefits of Working at HSA

- Fee discount
- Pension scheme
- Free lunch and refreshments
- Parking on-site
- Staff social events
- Employee Assistance Programme (EAP)

We welcome applications from all interested and suitably qualified candidates.
To apply, please follow the application process:

1.



Complete an [application form](#) and write a letter of application addressed to the Head, Mrs Sharon Maher. The application deadline is 5pm on Friday 16th June. CVs alone will not be accepted.

2.



Send your completed application form and letter to Miss Sophie Lambert, HR/Compliance Officer, via recruitment@halstead-school.org.uk.

3.



Interviews will take place upon receipt of strong applications. We reserve the right to close this vacancy early.

Safeguarding

Halstead Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screenings appropriate to the post. These include checks with past employers and the Disclosure and Barring Service.

Contact Us

If you have any questions regarding the post or application process, please contact Miss Sophie Lambert, HR/Compliance Officer, via recruitment@halstead-school.org.uk or phone 01483 772682.

If you would like to visit the school prior to submitting your application, we would be very happy to accommodate this. Please get in touch via the details above.

