



**Eaton Square Prep School**

**Candidate Pack**

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**Nursery practitioner**

**(Part time role)**

# About Eaton Square Prep & Nursery Schools

Eaton Square Prep School was founded in 1981 and celebrated its 40th anniversary last year. It began life as a Nursery School in the basement of St Peter's church on Eaton Square. Since then, the school has expanded its offering from Nursery to Year 6. Eaton Square Prep is part of a family of schools, including Eaton Square Senior School, and Eaton Square Sixth Form, as well as being part of the Dukes Education group.

Offering continuity of education in the important formative years of a child's life, the school is a vibrant, popular community where children learn not only the skills but also the values that will prepare them for the next stage of their life at senior school and beyond. Although non-selective at the main point of entry (Reception) the school maintains high academic standards, with many children moving on to the most selective of London Day Schools and Boarding Schools at 11+ entry level or 13+ where appropriate for pupils who have transferred onto the Senior School after the 11+ screening processes for 13+ entry.

In recent years we have seen pupils move on to Westminster, Dulwich College, Alleyn's, Kings College Wimbledon, St Paul's, City of London Girls, Godolphin and Latymer, Putney High, JAGS, Benenden, St Swithun's, Roedean and Downe House, as well as many other independent schools. As mentioned above, the pupils also move on to Boarding schools such as Eton, Harrow, Tonbridge and Winchester at 13 following the 11+ process. Many of our pupils now stay on to attend our Senior School. Approximately 40% of Eaton Square Prep School pupils transfer to the Senior School each year.

The school offers a breadth and depth of education which goes beyond academic success in examinations and into every sphere of life. We want to nurture good character and curiosity, enabling our pupils to make their way in life beyond their formal education. Our pupils are often multi-talented and equal emphasis is placed on intellectual, artistic, aesthetic, physical and musical pursuits. In addition, our teaching staff encourage children to learn moral and spiritual values that will make them happy and confident in themselves, so that they may become kind, well-rounded and respected members of society.

Sebastian Hepher took up the Headship of Eaton Square School in 2010. He is now the Principal of Eaton Square Schools. Trish Watt succeeded Sebastian as Headmistress of the Prep. School in September 2019.

## Our Vision

Eaton Square pupils will be fully prepared to take their own place in an ever-changing world.

## Our Mission

To provide an exceptional all-round education.

## Our Values

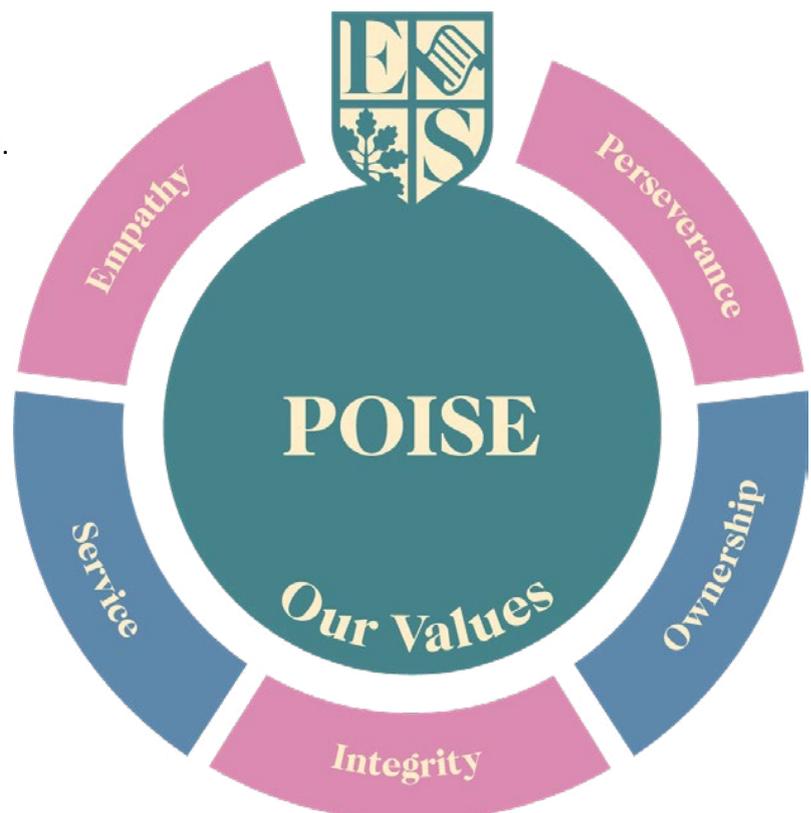
Perseverance

Ownership

Integrity

Service

Empathy





## Our Aims

- Provide the highest level of pastoral care to encourage the development of a purposeful attitude, self-confidence, respect for others, and a strong sense of community.
- Inspire intellectual curiosity and an instinctive love of learning which leads naturally to academic aspiration and examination success.
- Create opportunities to encourage a culture that identifies and supports each pupil in developing at least one area of greatness.
- Cultivate tomorrow's leaders through our core curriculum programmes that enrich self-development and personal awareness, allowing pupils to develop the skills they need to overcome adversity and setbacks.

## Dukes Education

The school became a member of Dukes Education in 2018, and as a result enjoys an excellent relationship with numerous partner schools, as well as benefiting from the support of experienced professionals, committed to improving the growth and education provision across the group.

Dukes is a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community.

Their philosophy is to support each individual to live with purpose, to encourage a love of learning, and to act as a team. All of this is underpinned by a quality standard that runs through everything they do.

Dukes believe that education is a journey to be enjoyed and shared at every stage of life, unlocking extraordinary possibilities for every student. To learn more about Dukes, visit [dukeseducation.com](http://dukeseducation.com).



# Job Description

**Role:** The Nursery Practitioner will be responsible for the teaching and learning of the pupils in their key group. They will uphold the values of the school and promote these whenever possible. The practitioner will endeavour to provide his or her pupils with the highest standards of education and care in accordance with the school's aims, policies and procedures.

**Accountable to:** Head of Year, Deputy Heads, Headmistress and Principal

**Start date:** ASAP

**Salary:** Competitive

## Main duties and responsibilities

- The Early Years Foundation Stage (EYFS) Nursery Practitioner will work with the Nursery team assisting the Head the other colleagues in offering and maintaining an excellent quality of care for children aged 2 to 4 years.
- The Nursery Practitioner will work as part of a team to ensure that the children are happy in their learning and are receiving the highest standards of both education and care in accordance with the aims, policies and procedures.
- Eaton Square Prep School takes the Safeguarding of children very seriously and staff are expected to be knowledgeable in all Policies and Procedures related to Safeguarding and Child Protection. This extends to ensuring the health, welfare and safety of all the children in the setting are met.
- All staff are required to report to the Designated Safeguarding Lead (Head of EYFS and Headmistress), any concern or allegation which is likely to put a pupil at risk.
- Maintaining a safe stimulating environment appropriate to the age of the children and encouraging all pupils to reach their full potential.
- To treat all children with respect, equality and dignity, valuing the customs, background, language and beliefs of the child's family/carer.
- Attend to the personal hygiene of all children, including assisting with toileting in accordance with Eaton Square's Intimate Care Policy.
- To attend to children who have become ill or who have had an accident at school, providing care and reassurance as needed.
- Report all accidents and incidents using the appropriate format and ensure relevant information is passed on to the Head of EYFS.
- To raise any significant concerns about a child with the Head of EYFS and the Headmistress and inform the Head of EYFS of anything that might compromise the safety of the children, staff or parents.
- Ensure the compliance of all Eaton Square Prep. School, Policies and Procedures.
- Be aware of the dietary, medical needs and allergies of the children in your care at all times.
- Take direction from the Head of EYFS and Senior Management Team.
- To ensure that daily Risk Assessments and checks are carried out.
- To ensure that the children are within correct child to staff / adult ratio at all times.
- To supervise the arrival and collection of children in accordance with the School Policies and Procedures.
- To accompany children on trips and outings.
- To develop effective professional relationships with children, parents, carers, colleagues and other professionals. To ensure interactions with children are appropriate at all times.
- Together with colleagues and the children, plan and implement an effective EYFS curriculum, evaluating the progress of children and resources.
- Ensure that you maintain an up- to- date knowledge of the EYFS Framework and Principles.
- To evaluate planning for both the indoor and the outdoor environment on a daily basis, keeping records of these evaluations and using them for future planning.
- To track the progress of your allocated Key Children and keep clear and precise observations, records and Learning Journey's as required. To have confidence in using Tapestry (or similar online platform) to record these observations.
- To provide a learning environment supporting every child's needs.
- To communicate and consult with parents, both informally and formally at parent meetings.
- To attend all appropriate staff meetings, open days, parent's evenings and school functions as required.
- To produce written summative reports and termly reports on each of your Key Children.
- To attend relevant training sessions both inside and outside the school setting as required.
- To cover absence within the Nursery group, as requested by the Head of EYFS.
- To be proactive in designing, producing and maintaining displays of children's work, together with your colleagues.
- Understand and comply with the Confidentiality Policy in relations to parents, children and staff and have an understanding and sign the ICT Acceptable Use Agreement.

## Person Specification

### Essential

- Level Three nursery practitioner status
- Excellent communication skills both orally and in writing
- Good understanding of the nursery curriculum
- Excellent understanding of the pedagogy of teaching
- Evidence of a commitment to high quality teaching
- Good understanding of effective methods of promoting positive behaviour
- Flexibility and adaptability
- Ability to plan, monitor & review, and meet deadlines
- Knowledge and understanding of and a commitment to safeguarding, equal opportunities and health & safety

### Desirable

- Experience of teaching in more than one Key Stage

- Good IT skills
- Evidence of continuing and relevant professional development



# Interview Process

## Tes Application

Please apply by completing the [tes application](#) in full. You must include your entire job history, explain any gaps in employment, and provide the contact information for at least two professional referees.

## Interview Process

Applications will be assessed against the Job Description & Person Specification, with candidates invited for a short interview in person. Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. To eliminate unconscious bias from our recruitment process we remove all candidate names and places of education from applications before passing them to the panel for review.

Interviews will likely involve a teaching observation and a formal interview with the Headmistress and Deputy Head, followed by a tour of the school where you will be able to meet those you might work with.

## Perks & Benefits

- As a part of the Dukes Education group you receive access to over 70 CPD events, training sessions, workshops, collaborative development days and courses each year, plus invitations to all Dukes events, talks, kids camps and more.
- An [Employee Assistance Programme](#), including six free in-person counselling sessions for both you and your family members.
- Cycle to work scheme.
- Staff loans for training.
- Free daily lunches and refreshments.
- Exciting international school trip opportunities.
- A warm staff culture with regular staff socials.



## Equality, Diversity & Inclusion

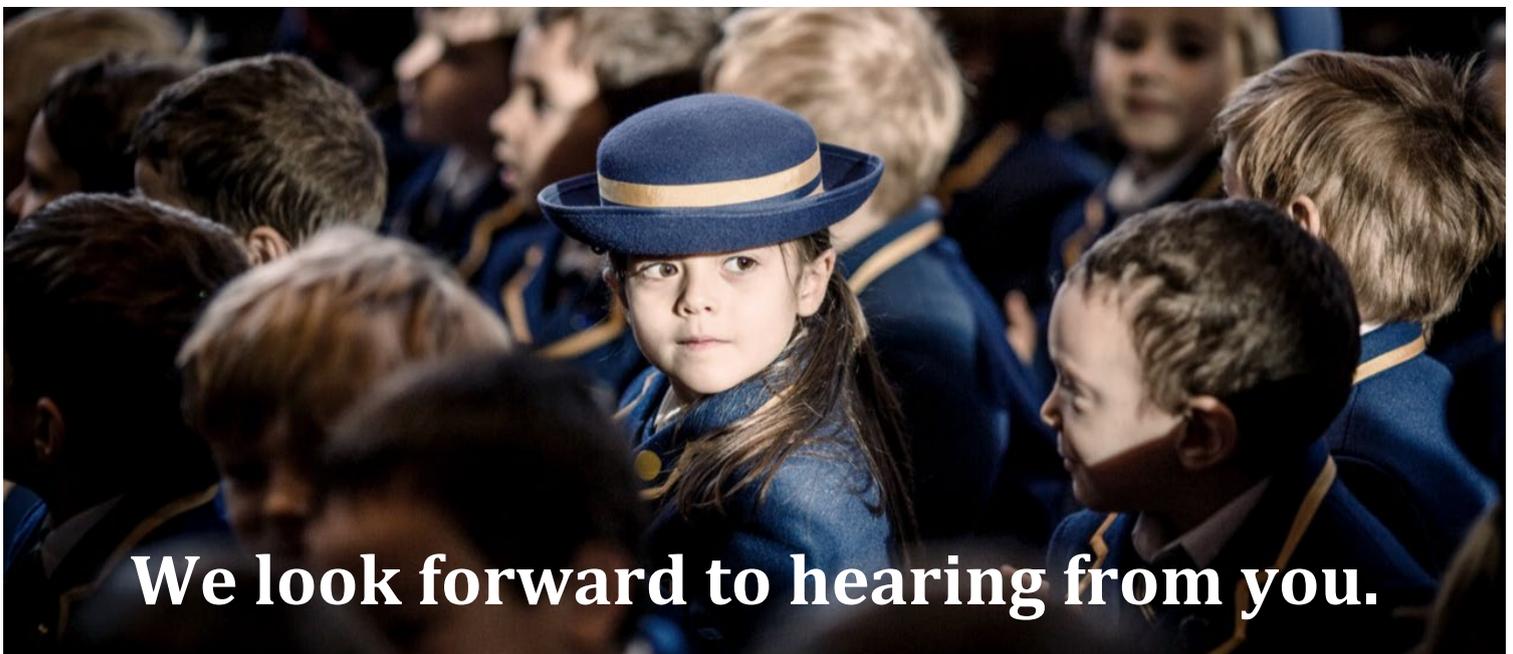
Eaton Square is committed to continuing to make diversity, equity, and inclusion part of what we do – from how we educate our young minds to how we build our workforce. If you are from an underrepresented community, we would especially like to hear from you.



## Application Information

We are looking for the right person to start as soon as possible and therefore interviews may take place as immediately. We also therefore recommend applying early. The deadline for applications is midnight Thursday 30th November 2023.

If you have any questions about the role, or special requirements for your interview, please contact Joseph Gibbon on [j.gibbon@eatonsquareschools.com](mailto:j.gibbon@eatonsquareschools.com) or 020 7225 3131.



**We look forward to hearing from you.**

# Great minds set free.



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