



The Abbey



EYFS Teacher/Educator

Candidate Information

Job overview

- As an EYFS Teacher/Educator, you will be responsible for creating a safe, nurturing, and stimulating learning environment for young children.
- Your primary focus will be on fostering the holistic development of each child in alignment with the Early Years Foundation Stage (EYFS) framework. Through engaging activities, thoughtful observation, and effective communication, you will contribute to the overall well-being and early education of the children in our care.



Key responsibilities

Teaching

- Prepare activities and plan lessons that are fun and educational, reflecting the EYFS aims
- Ensure children are offered engaging learning opportunities through varied, inquiry-led activities which support their personal progress
- Liaise regularly with other staff to promote an environment that is inviting and nurturing for every child
- Keep informed of learning and teaching developments by attending meetings, undertaking appropriate INSET, networking with other EYFS professionals and reading widely

Assessment, recording and reporting

- Monitor, assess, record and report on the development, progress and attainment of children
- Provide or contribute to oral and written assessments and reports relating to individual children and groups of students
- Attend parents' evenings to discuss progress and development of next steps
- Consult and update student records and profiles
- Liaise with parents in order to keep them fully informed of their child's progress and of school routines and events
- Assist when required in the assessment of prospective students





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Key responsibilities

Pastoral

- Keep up to date with the pastoral care policies of the school and Little Knellies and remain aware of each child in our Nursery setting
- Be mindful of the requirements of health and safety and contribute to risk assessments as necessary for the safety of the children

General administration and duties

- Contribute to the development of the work of Little Knellies via the school development planning process
- Attend staff meetings, curriculum meetings, open days, staff INSET and daily assemblies as appropriate
- Be fully involved in extracurricular activities as appropriate, such as charity events, drama productions and assemblies
- To participate in off-site trips as required
- Cover for absent colleagues
- Undertake supervisory duties throughout the day as required
- Other duties as the Head of the Junior School/Nursery Manager may reasonably request from time to time
- Be familiar with the staff handbook, policies and other relevant documents

Safeguarding and health and safety

- Be familiar with, and conform to, the School's safeguarding and child protection policy and procedures at all times
- Report any concerns to the Designated Safeguarding Lead
- Be familiar with, and conform to, the School's health and safety policy and procedures at all times
- Report all accidents immediately
- Report all observed hazards or dangerous occurrences immediately



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Candidate requirements

Person specification

Skills

- A genuine love and passion for working within Early Years creating a sense of joy, fun and creativity for the children in our nursery environment.
- An enthusiastic and proactive teacher who has an excellent understanding, application and delivery of Early Years education, particularly within a nursery setting.
- Use of teaching methods which keep students engaged and stimulate curiosity about the world around them
- Excellent communication and interpersonal skills with an ability to adapt communication styles and approaches with different groups/individuals.
- Initiative, energy and the ability to connect within and beyond the Early Years setting to promote and celebrate the nursery in all contexts.
- A commitment to team working and supporting colleagues in working together to ensure continuous improvement and the delivery of high levels of achievement for all children.
- Commitment to the School's ethos and values
- Commitment to Safeguarding
- Excellent practitioner, with drive, energy and initiative
- Shows a dynamic, proactive and creative approach to working with others
- Takes responsibility for, and demonstrates a commitment to, own professional development, being able to reflect on their contribution to learning and teaching
- Proficiency with IT hardware and software to support teaching and learning needs



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Candidate requirements

Person specification

Behaviours

- Supportive and empathic
- Strong listener
- Presents a welcoming and professional demeanour to all students, staff, parents and visitors.
- Is a strong team player and has excellent communication skills
- Enthusiastic and passionate about achieving the best outcomes and demonstrating high expectations for all students
- Demonstrates an enthusiasm for, and openness to, new ideas
- Committed to the well-being and pastoral care of each child

Qualifications

- EYTS Certified/Bachelors Degree in Early Childhood Education/QTS or UK-recognised equivalent teaching qualification
- Recent and relevant experience within a school, nursery or childcare setting



The Abbey

Welcome from the Head, Junior School

Nisha Kaura

Our Junior School is a place of curiosity, adventurous spirits and the excitement of discovery, where we foster an atmosphere of warmth and support. Our values are courage, honesty and kindness and we seek to embody these each day. Our students leave us ready to take on the world, equipped with down to earth attitudes. Their time with us nurtures them to lead with confidence, learn with purpose and live with joy. We aim to develop our students as self-aware learners, who are internationally minded and who understand that they can have an impact on their lives and the lives of others. You are more than welcome to come and visit us!



About The Abbey



Staff and governance

The Abbey School has approximately 1,000 students on roll with over 200 in the Junior School. The School has a workforce of around 350 Teaching as well as Business and Operations Staff.

Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

Purpose

Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate



The Abbey

Leading with Confidence
Learning with Purpose
Living with Joy

Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving restaurant scene.

Getting to The Abbey

By Car - ten mins from the M4, Junction 10 or 11

By Bus - The Abbey is served by the no. 21 bus which stops outside of the school

By Train - 10 minute walk from Reading Train Station





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Package

This position is full-time, working 8.00 am to 4.00pm, term-time only. Immediate start/as soon a possible required.

Salary

**Competitive salary and
reward reflecting
qualifications and experience**

Pension

All eligible teaching staff will be automatically enrolled into the School's defined contribution pension scheme, Aviva APTIS. The School will contribute 15%; a % of this may be used as flexible pay as per the employee's instruction. Comprehensive life cover and ill health capacity insurance is also available to all teaching staff.

Location

**The Abbey Junior School
30 Christchurch Road,
Reading, RG2 7AR**



Abbey life & benefits



Dining



Electric Vehicle Leasing Scheme



Free Parking



Cycle Scheme



Sports Facilities



Employee Assistance Programme (EAP)



Pension



Income Protection



Family Friendly Policies



Concessions and Discounts



Private Healthcare Scheme



Interest Free Season Ticket Loan



Professional Development



Staff Accommodation



IT equipment and resources



Application

Candidates will be invited to attend a formal interview and have a tour of the school. Applications will be dealt with as we receive them. We reserve the right to close the application process early if a suitable candidate becomes available. We therefore actively encourage early applications.

Closing date

5 January 2024

Application Form

[Click here to download
the application form](#)



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Terms and conditions

Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students. We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Health and safety – it is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To cooperate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided

Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.