

PRESCHOOL TEACHER

*Level 6 Qualified*



**GREENFIELD  
SCHOOL**

BRIGHT BEGINNINGS  
BRIGHTER FUTURES

**RECRUITMENT  
PACK**



LITTLE SCHOOL  
Fledglings & Owls

*0-3 yrs*

PRE-RECEPTION  
Robins

*3-4 yrs*

RECEPTION  
Reception

*4-5 yrs*

LOWER SCHOOL  
Years 1 & 2

*5-7 yrs*

MIDDLE SCHOOL  
Years 3 & 4

*7-9 yrs*

UPPER SCHOOL  
Years 5 & 6

*9-11 yrs*

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



# GREENFIELD SCHOOL

---

BRIGHT BEGINNINGS  
BRIGHTER FUTURES

## ABOUT US

Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

**Little School is the Early Years facility at Greenfield School; we are open all year and you will be working in an environment which is fully supported by the School.**

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



# AIMS AND ETHOS

## Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

## Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion



# PERSON SPECIFICATION

We are excited to announce that Greenfield School is seeking those who hold Early Years Teacher Status (EYTS) or Qualified Teacher Status (QTS) to join our excellent Early Years team.

The successful candidate will be responsible for monitoring and teaching 3 and 4 year-old children, developing a curriculum that the children will respond to positively and partnering with our team of Practitioners to enhance the learning opportunities at our school.

Candidates must have an excellent knowledge of the Statutory Framework for the Early Years Foundation Stage and children's development; they must have a desire to develop their practice by working in an exciting, energetic and motivating setting.

Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.

Greenfield School is committed to safeguarding and promoting the welfare of children and young people along with their protection and expects all staff and volunteers to share this commitment.





# JOB DESCRIPTION

## I. RESPONSIBILITIES AND KEY TASKS

- To work as a Preschool Teacher in one of two Preschool rooms and part of the Little School team, reporting directly to the Nursery Manager and Head of Pre-Prep.
- To act as a Key Person responsible for settling children in and working closely with families.
- To deliver a flexible, high-quality education and care to meet the needs of the children and their families.
- To have a solid understanding of the Statutory Framework for the Early Years Foundation Stage (EYFS), and plan, prepare and deliver the curriculum and evaluation of activities.
- To have high expectations of all children and to demonstrate commitment to ensuring that they can achieve their full potential.
- Establish and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and can develop and learn.
- Plan and provide safe, appropriate, child-led and adult-initiated experiences, activities and play opportunities indoors, outdoors and in out-of-setting contexts, which enable children to develop and learn.
- Promote positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills.
- Promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes with the individual online profiles and to track children's progress through the production of online learning journals (Tapestry).
- Create the next steps of development using the EYFS framework for the children to continue to fulfil their learning and development, meeting the individual needs of each child.
- To adhere to the school's policies with special reference to the safeguarding, child protection, learning support, equal opportunities and inclusion policies.
- To talk to children, giving constructive and sensitive feedback to help children understand what they have achieved and think about what they need to do next.
- To promote the work and image of Greenfield School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and wider community.
- To write formal reports for their key children during the Autumn and Summer term in line with the Greenfield School reporting procedure.
- Maintain a positive and proactive culture amongst practitioners in being able to identify and support children whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, ensuring staff know when to refer them to colleagues for specialist support.

## 1. RESPONSIBILITIES AND KEY TASKS (CONTINUED)

- To prepare and deliver up-to-date information to parents of key children at bi-annual Parents Evening.
- To be concerned with the general welfare of the children, including matters relating to hygiene and health.
- To support children at meal times to ensure dietary requirements are met.
- To undertake outdoor play supervision within Little School.
- To provide first aid if necessary, and take all reasonable measures to ensure health and safety in the classroom and outdoor areas.
- To undertake courses as necessary for professional development.
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Nursery Manager.

## 2. EXPERIENCE AND QUALIFICATIONS

- Experience of working with children 3-4 years.
- Experience of leading staff in delivering high-quality early education.
- Experience of working in partnership with families, identifying support and planning to develop children's learning.
- Experience preparing reports and sharing information with parents.
- An understanding of synthetic phonics and early reading.
- Excellent verbal and written communication skills.
- Excellent planning and organisational skills.

## 3. ESSENTIAL QUALITIES AND ABILITIES

- Professional approach to parents and colleagues.
- Motivation and enthusiasm to work with children.
- Emotional resilience in the working environment.
- Loyalty and confidentiality to the school in and out of working hours.
- An updated knowledge of current educational practice.
- Ability to produce differentiated activities that cater for different stages of development or abilities.
- Ability to use information technology to supplement children's learning journals and reporting.
- An interest in extending personal knowledge and developing professional practice.
- A keenness to use initiative and be given responsibility.
- An ability to work some additional hours for the purposes of staff meetings, training and parent meetings.
- Ability to work confidently as part of a team, patient, empathetic, caring, and friendly – sense of humour essential!

*The post-holder will also be required to take on any additional responsibilities deemed appropriate by the Head or Bursar.*

# CONDITIONS OF EMPLOYMENT

## REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high Employer contribution to the pension scheme. For this role, the pay will be competitive dependent upon experience.

## HOURS OF EMPLOYMENT

The role is full time (Monday - Friday), 52 weeks a year. Hours of work will be a maximum of 40 hours a week split over four 9-hour days and one 4-hour day.

## EQUAL OPPORTUNITIES AND SAFEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.



## HOW TO APPLY

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Non-Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed, with a covering letter, to the email address detailed on the form by the closing date specified above. Please note we will need to contact two referees before interview.

Only the school's application form will be considered. We are unable to accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.





# GREENFIELD SCHOOL

Old Woking Road, Woking, Surrey  
GU22 8HY

[hr@greenfield.surrey.sch.uk](mailto:hr@greenfield.surrey.sch.uk)  
01483 772525