Hilden Oaks Preparatory School & Nursery

# EARLY YEARS EDUCATOR

## CANDIDATE PACK

## APPOINTMENT DETAILS

| TITLE | EARLY YEARS EDUCATOR |
|---|---|
| REPORTING TO | ROOM LEAD |
| STATUS | ALL YEAR ROUND |
| HOURS | 35-40 HOURS PER WEEK |
| START DATE | AS SOON AS POSSIBLE |

## THE SCHOOL AND NURSERY

Hilden Oaks Preparatory School and Nursery is a co-educational school from 3 months to 11 years. Located in the centre of Tonbridge, the school and nursery offers every child the opportunity to reach their full potential.

The Nursery staff work closely with the School to nurture the children to understand and follow the School Values and to prepare the nursery children for a seamless transition to the School.

Our vibrant nursery has a strong family ethos and is staffed by Early Years professionals with a deep understanding of the need of the very young children and the experience to encourage even our smallest children to explore the world around them.

## THE SCHOOL VISION

To be the best future focussed school where pupils, staff and families become Kind, Brave and Brilliant making a positive impact on the world.

## THE OPPORTUNITY

We are seeking to appoint an energetic and enthusiastic Early Years Educator who will have responsibility for a (within ratio) key group of children. The successful candidate will be able to demonstrate a knowledge of the Early Years Curriculum, safeguarding and be able to display effective day to day working within a team.

## THE ROLE

To ensure the effective teaching of a skills based curriculum to all pupils helping them to develop both inside and outside the classroom.  Support the policies and aims of the School and ensure good social, emotional and physical development of every child.

## HOURS, SALARY AND BENEFITS

•**HOURS:** 35—40 HOUR WEEK

(48 WKS PLUS 4 DAYS INSET)

•**PAY:** £14.00 PER HOUR

**BENEFITS:**

- Free Lunches
- 25 days holiday
- (15 discretionary, 5 days at Easter and 5 days at Christmas)
- Well-Being events
- Pension Scheme (Aviva)
- Uniform
- Corporate Gym Membership at The Angel Centre

## APPLICATION

## KEY INFORMATION:

- To apply for this position, please use the online TES application
- Interviews: You will be advised directly.
- We reserve the right to close the vacancy prior to the application deadline/closing date should a suitable
- candidate be found. Prompt application is encouraged

## DUTIES AND RESPONSIBILITIES

- To be responsible for a (within ratio) key group of children within your chosen room, encouraging and supporting children's individual development and learning. Promote positive behaviour management for your children.
- Maintain daily routine and longer-term developmental observational and pastoral records via the online portal ('Famly') including parents' evening notes and update the Early Years Management Team with relevant information.
- Ensure the welfare of all the children in your care, are safe, happy, enjoy nursery and are integrated into all aspects of school life, as appropriate.
- To create a sound professional relationship with each child's family and their carers.
- To be a buddy key person as directed by the Early Years Management Team to ensure consistency of care to the children across the room.
- Be aware of the needs of individual children when supervising mealtimes, including dietary and medical issues and maintain up to date with dietary requests.
- To be aware of and always demonstrate the school values within the nursery.
- Be prepared to communicate in person details of any incidents or information as appropriate to parents.
- To prepare termly written reports on the development, progress and attainment of your key children within a given deadline.
- Update and maintain regular developmental observations via 'Famly' linking each observation to the development matters statements and Characteristics of Effective Learning (COEL)
- Provide next steps on observations when appropriate.

## PERSONAL SPECIFICATION

- Early Years NVQ Level 3 or above (or equivalent)
- Level 2 Food and Hygiene (desirable)
- Paediatric First Aid Certificate (desirable)
- GCSE grade 4 or above in English and maths

## EXPERIENCE

- Experience of working in a nursery for at least  a year.
- Demonstrates an enthusiasm and passion for teaching and working with children in EYFS
- Ability to monitor, assess and record and report pupil's progress digitally. (Training will be given for Famly).

## SKILLS AND APTITUDES

- Ability to create a happy, challenging and effective learning environment
- Excellent organisational and time management skills
- A positive and child-centred approach to teaching with the ability to inspire an enthusiasm for learning.
- A 'can do' attitude.
- Strong team working skills.
- Personal warmth, good rapport with children, colleagues and parents.
- An understanding of and commitment to, the school's ethos and values.
- Ensure that standards of health and safety, hygiene and cleanliness are maintained at all times to minimise risk in accordance to School Policies, Procedures and Risk Assessments.

## OTHER DUTIES

- Communicate and co-operate with persons or bodies outside the school.
- To be prepared for Open Mornings, Headteacher tours and settling in sessions ensuring that the nursery is presented in the best possible light to visitors.
- Prepare and maintain displays to a high standard.