



Candidate Brief

Nursery Teacher

September 2021

St. Martin's School, Northwood





St Martin's School

The School

St Martin's is a Preparatory School for 400 boys aged 3 to 13. It is a dynamic, friendly and caring community, which is set in 12 acres of grounds and within easy driving distance from Northwood, Rickmansworth, Watford, Pinner, Ruislip, Harefield, Bushey and Oxhey but a number of boys travel from further afield.

Facilities include a Performing Arts Centre, two new Science laboratories, an Early Years Centre, an ICT Suite, an Art/DT suite, two libraries, a nature reserve, a Sports Centre with indoor swimming pool and outdoor pitches.

St Martin's offers a wide range of core and specialist teaching. Class sizes are small to ensure each pupil benefits from the best possible attention and support. We know that academic success and personal development are very important and we strive to ensure that every boy achieves his best.

Pastoral care is given a high priority with all teachers nurturing the social development of the boys. There is a warm family orientated atmosphere within the School, which is reinforced when boys join Patrols in Year 3. Our popular Inter-Patrol activities encourage teamwork and introduce the boys to the responsibility of supporting their peers. The School values the qualities of courtesy, sportsmanship and consideration of others.

Music, ICT, Art and DT are regarded as key aspects of the curriculum for all boys, and a large proportion of boys in the School learn a musical instrument. Boys play football, rugby, hockey and cricket; they also take part in cross-country running, swimming and athletics. The School has a fine reputation in inter-school matches.

A wide ranging co-curricular programme is offered, and all classes participate in an integral programme of visits, workshops and field trips.

Our teachers are motivated, inspirational and creative. They are focused on bringing out the talents and abilities of each boy, fostering his strengths and stimulating his appetite for learning. Effective communication between the School and home ensures that there is a positive working partnership.

Before School Care is available from 8am and After School Care until 6pm for all boys including those in the Nursery.

The boys in Nursery and Reception enjoy learning through play. They are guided to listen, observe and ask questions to harness their curiosity. We also encourage boys to initiate some of their own learning. Boys absorb the basic principles of language, begin reading and commence number work.

St Martin's develops the boys' inter-personal skills as they learn to collaborate and co-operate with their peers. Our experienced teachers also help instil a sense of responsibility and respect.

The dedicated Early Years facilities include bright, spacious classrooms, a playground and kitchen. Information technology is an integral part of the teaching. French is introduced in the Nursery.



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Building on the Early Years Foundation Stage, boys move on to study the core subjects of English, Maths and Science. We nurture their increasing curiosity about the world around them and introduce a broader curriculum, such as Art, Computing, Music and the Humanities.

Boys are encouraged to join in more than just classroom activities. Team, musical and extra-curricular opportunities extend the boys' experience of school life.

A caring and respectful attitude towards adults and peers is cultivated through effective personal skills. St Martin's boys learn to be well-mannered, confident and articulate individuals in a happy environment.

Year 3 boys benefit from working in smaller classes, allowing a greater focus on the individual. Learning encompasses a wider range of skills and is more formally subject based.

As they progress into Year 5, boys gain greater independence and take responsibility for personal organisation. Specialist subject teachers provide the academic rigour to meet the extra challenges of the Entrance and Scholarship examinations.

St Martin's prepares boys for a large number of Independent Senior Schools which include Merchant Taylors', Haberdashers' Aske's, Harrow, John Lyon and Aldenham Schools. The school has an excellent record in recent years of academic, sporting, music, DT and all-rounder scholarships.

St Martin's boys have achieved great success, gaining outstanding scholarships and places at prestigious senior schools. This reflects the dedicated commitment of teachers and boys alike. Our boys are welcomed into their new environment where they uphold the St Martin's reputation as well-educated, socially adept and rounded citizens.

In the senior year groups the boys gain experience of holding positions of responsibility. They may be chosen for leading roles in sports teams, musical activities or the school play.

The vibrant curriculum is enriched by a range of after school activities, educational trips and residential visits.

Our teaching programme is designed to create happy, considerate young people with the confidence to make intelligent decisions and seize opportunities. Involvement in community projects expands their sense of responsibility and compassion for others.

Throughout their time at St Martin's, boys are prepared for the challenges that lie ahead. They leave the school as well-equipped, collaborative learners, with an excellent work ethic and ready for the next stage of their education.

Further details about the School are on the website www.stmartins.org.uk



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The Role

We wish to appoint, for September 2021, a first rate, qualified and enthusiastic teacher to lead our vibrant nursery and to work with the Head of Pre-Prep to offer the highest standards of provision

JOB DESCRIPTION

Title: **Nursery Teacher**

Responsible to: Headmaster

Assistant Head (Pre-Prep)

Responsible for: Leading the day to day running of the Nursery Class

Role Objectives

- To lead the school's nursery provision and promote excellent outcomes for the boys
- To support the Nursery staff in fostering and developing the abilities, social skills and understanding of EYFS boys;
- To organise and develop the learning environment and resources in order to facilitate the learning process.

Key Tasks

- To establish positive and enabling relationships with boys to facilitate their learning;
- To interact with and to support boys in fostering an enthusiasm for learning and to promote excellent pastoral care;
- To have a thorough understanding of the EYFS and seek to regularly update this knowledge;
- Assist in developing all areas as directed by the Head of Pre-Prep to work with the Nursery staff to plan for future developments;
- To make observations, organise assessments and the recording of EYFS boys' development, in assessing and maintaining records of progress using ICT, sharing these with other practitioners and parents;



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- Organise learning materials and resources;
- Assist in preparing the indoor and outdoor environment in order to provide a positive context for learning and teaching;
- Supervise and interact with the boys at break times including supervising lunch and promoting good manners;
- To share knowledge gained with other practitioners and parents;
- To use creative and practical skills to prepare learning materials and displays;
- To attend in-service training and to work as necessary to assist the nursery staff with preparation
- To be involved in additional school activities such as open evenings, performances and special projects.
- Ensure the hygiene, health and safety of boys and staff is maintained during all activities, both inside and outside the classroom;
- Liaise with the Pre-Prep staff and keep up to date with changes in the curriculum and developments in best practice;
- To develop and maintain professional relationships with parents and guardians to further support pupils;
- To be fully aware of the boys' medical conditions and ensure their physical and emotional wellbeing at all times.





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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • UK Qualified Teacher Status (QTS) or equivalent • Good Honours Degree in a relevant discipline • Specific Early Years Training 	<ul style="list-style-type: none"> • Masters or other postgraduate qualification • Evidence of further professional development
Skills	<ul style="list-style-type: none"> • An outstanding teacher with a passion for early years education • A convincing advocate for early years education who is able to manage and inspire colleagues • A creative and practical problem solver with a positive and enabling attitude • An effective team player who works collaboratively and effectively with others. • An excellent communicator (both verbally and in writing) to a range of audiences • Someone with warmth, sensitivity, kindness and respect to all, especially the boys • Confident and competent when managing the learning and behaviour of an individual, a small or large group, or whole class. 	<ul style="list-style-type: none"> • Evidence of establishing and maintaining an engaging and lively learning environment.
Experience	<ul style="list-style-type: none"> • At least three years' experience of teaching in an Early Years' setting • Experience of the Early Years Framework and secure knowledge of Development Matters 	<ul style="list-style-type: none"> • Ability to demonstrate a keen awareness of current educational and subject relevant issues • Experience of managing and directing staff • Experience of change management in an early years setting
	<ul style="list-style-type: none"> • To be a confident and capable user of ICT • Ability to develop and manage the Nursery virtually where needed 	<ul style="list-style-type: none"> • Knowledge of Teams and other relevant Learning Platforms • Experience of successful remote learning



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In addition, all staff are expected to:

- manage time effectively
- show ability to motivate boys
- offer a high level of pastoral care to the boys
- develop a culture of mutual respect with the boys
- empathise with boys, staff and parents
- communicate effectively with boys, staff and parents both verbally and in writing
- be flexible, well organised and professional
- be adaptable and a team player
- demonstrate emotional resilience
- be willing to be involved in all aspects of the School

Remuneration

The successful candidate will receive an attractive salary package according to experience and expertise.

How to Apply

The application pack contains the following:

- Nursery Teacher Briefing Pack
- An application form

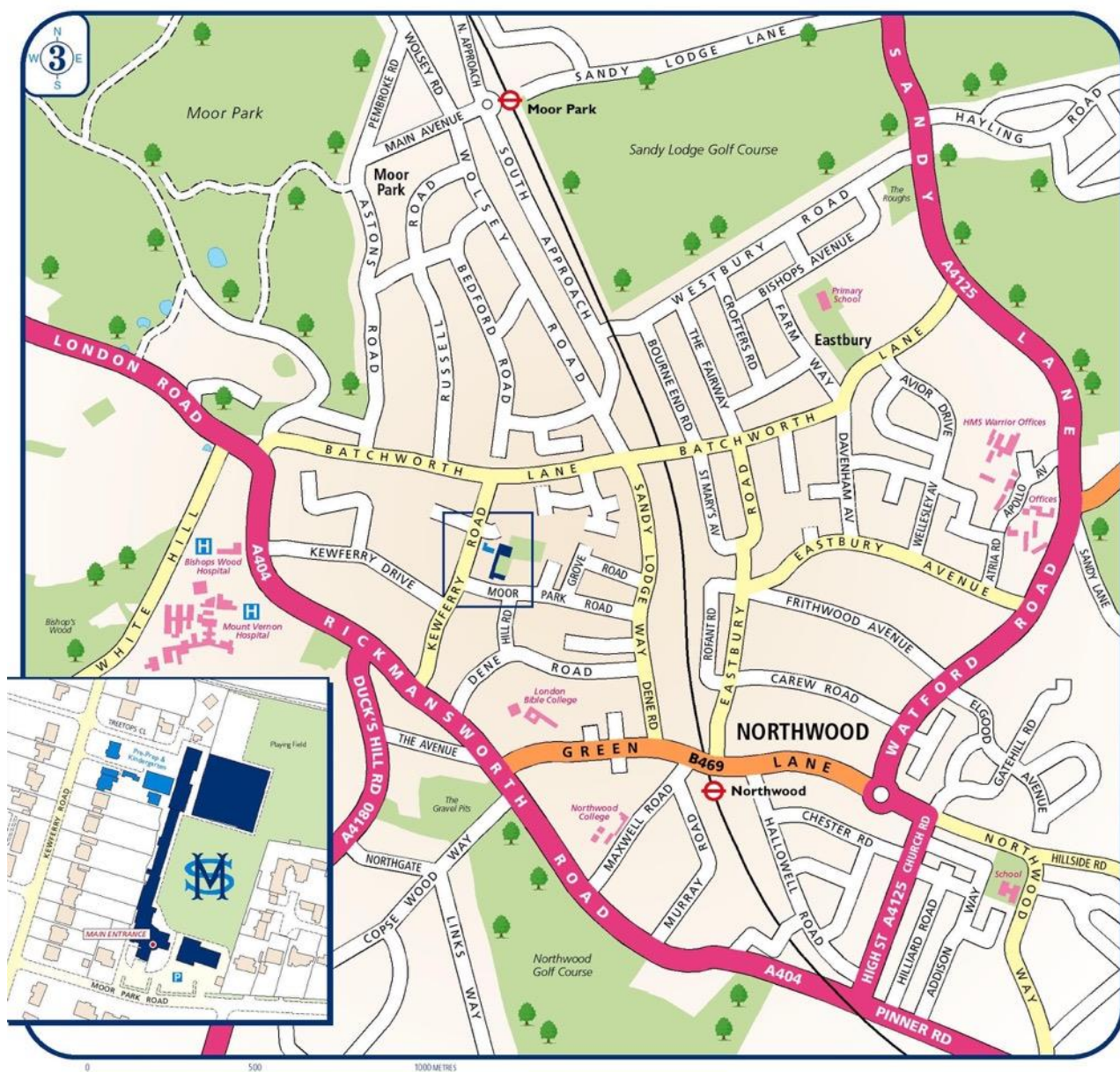
If you are interested in applying for this post, please complete the application form and return to the School by **Friday 12th March**. Initial interviews will be held on Zoom and short-listed candidates will be invited for interviews shortly after. The process may well be conducted virtually, but appropriately socially distanced visits to the school are welcomed. You may like to add a curriculum vitae but this will not be accepted in place of the form. You should include a short letter to develop and expand upon your suitability for the post. If you have any questions, please do not hesitate to contact us. Your application may be submitted by email to headpa@stmartins.org.uk or by post to the following address:-

Mr S W Dunn
Headmaster
St Martin's School
40 Moor Park Road
Northwood
HA6 2DJ

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.



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Travelling to St. Martin's School, Northwood

By Air: Heathrow (30 minutes by road), Gatwick (70 minutes by road) and Luton (40 minutes by road) are within easy reach of Northwood via the UK motorway network. All have regular scheduled flights to all parts of the UK, Europe and International destinations.

By Rail: The nearest underground stations are Northwood and Moor Park on the Metropolitan Line. Both of which have regular connections to Central London and are a short taxi journey away from the School.

By Road: From the North via the M25: Leave the M25 at Junction 18 and join the A404, signposted Rickmansworth. Continue along the A404 skirting Rickmansworth, turning right at the first roundabout and straight across the next two roundabouts. At the fourth take the second exit continuing on the A404, London Road, signposted Northwood. Travel for approx 2 miles and turn left onto Batchworth Lane. Take the first turning right onto Kewferry Road and the entrance to the Pre-Prep and Kindergarten can be found just after Treetops Close, which is the first turning left. For the Main School entrance take the second turning left onto Moor Park Road and St. Martin's School will be seen after 200 metres on the left-hand side.

From the South via the A40: If travelling from the South or West via the M25 exit at Junction 16 and join the M40 eastwards which becomes the A40. If travelling from Central London and the East head for and join the A40. From all directions, leave the A40 at the Polish War Memorial Junction and join the A4180 northwards, signposted Ruislip. Continue on the A4180 for approx 8 miles, passing through Ruislip, following signs for Northwood. At the T junction with the A404 turn right onto the A404, Rickmansworth Road. Take the second turning left onto Kewferry Road and then the second turning right onto Moor Park Road. St. Martin's School will be seen after 200 metres on the left-hand side. For the Pre-Prep and Kindergarten entrance continue along Kewferry Road and enter the gate on the right between the two houses just before Treetops Close.

On arrival: Visitors are requested to report immediately to reception. Visitor car parking may be available in front of the main entrance.