

DEVONSHIRE HOUSE PREPARATORY SCHOOL

The school is divided into three sections: the Early Years is for children from Nursery to Reception, the Junior School is for children from Year 1 to Year 3 and the Upper School is for children from Year 4 to Year 8. Our girls tend to leave us at the end of Year 6, to London day schools, and the boys at the end of Year 8, also to day schools and generally through Summer ISEB 13+ Common Entrance, although some take January examinations. There are four Deputy Heads, one for Early Years, one for the Junior School and one for the Upper School, and the Deputy Head-Academic. These, with the Assistant Deputy Heads and the Headmistress, form the Senior Leadership Team.

Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Devonshire House Preparatory School is an equal opportunities employer.

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

The School day is from 8.00 a.m. until 4.00 p.m. (to be ready to start work/morning duty for 8.00am). Early Years staff members are expected to be available to help with Early Years extended after school care facility (extra hours paid)

Nursery Assistant:

- Support the Session Coordinator to deliver the full EYFS curriculum to the children.
- As part of the Key Person approach, to assist with maintaining the pupil's learning journals, including recording children's interest and progress in short, simple 'snap shot' observations and assessments.
- Provide objective and accurate regular feedback and reports to the Session Coordinator on children's achievements, progress, concerns or other matters, and to ensure observations have been checked before entering in to the pupils learning journals.
- To review and follow EHCPs, care and support plans as set out by the Session Coordinator, Head of Nursery and SENDCO.
- Undertake pupil record keeping as requested.
- Interact with children during playtimes and lunchtimes, ensuring they are safe, engaged, cooperating, happy and well supervised – ensuring children's wellbeing.
- Supervise and support children either within a classroom environment, small groups or individuals and ensure all children, including those with special needs, are safe and accessing the learning.
- Encourage child interaction, engagement and motivation with teacher-led or child initiated activities.
- Promote good pupil behaviour, dealing promptly with incidents according to the agreed approach to behaviour issues in the Nursery.
- Attend to children's personal needs and ensure children's welfare and care are met in the upmost sensitive manner; following safeguarding and health and safety policies, including toilet breaks and the changing of wet and soiled children.
- Help ensure children wellbeing, by providing daily mindfulness sessions or other activities directed by the Sessions Coordinator.
- Model and maintain a welcoming and friendly atmosphere within the classroom, greeting every child on arrival and departure.
- Support the Session Coordinator to maintain a well-organised and presented classroom, preparing inviting activities, resources and displays, using the knowledge of the children and their needs.

- Determine the needs and to routinely prepare and maintain resources required for the sessions and activities, and the classroom in general in a timely manner.
- Maintain a safe and tidy environment at all times, completing risk assessments where required both inside the classroom and out, with direction and guidance from the Sessions Coordinator and Head of Nursery.
- Ensure the classroom is clean and tidy at all times and equipment, bedding, toys, resources and activities have been washed and put away, maintaining the highest level of hygiene.
- Assist with early morning and end of session drop off and pick up, ensuring safeguarding and security protocols are met at all times.
- Contribute and participate in out of school activities and educational visits, and take responsibility of a group under the supervision of the Session Coordinator.
- Work as a team and carry out early morning, breaks and lunchtime duties on a rota basis.
- Attend weekly departmental meetings to discuss curriculum, pastoral and other matters.
- Attend parents evening (as a Key Person or as requested), talking to parents with the guidance from your Session Coordinator.
- To assist and attend open days, evening and events for current and prospective parents to the Nursery.
- Establish constructive relationships and liaise sensitively and effectively with parents, as agreed with the Session Coordinator, within your role and responsibilities.
- To be flexible and adaptable to changes in the timetable or duties.

Person Specification

QUALIFICATIONS, EDUCATION AND TRAINING

Non UK qualifications require a statement of comparability from UK Naric

Essential:

- GCSEs or equivalent at a Grade C/4 and above in Math, English desirable
- Level 3 diploma i.e. in childcare, early years, teaching support/assistant

Desirable:

- Level 6 qualification in education studies i.e. primary, early years
- Paediatric First Aid qualification

KNOWLEDGE AND EXPERIENCE

Essential:

- Knowledge of the Early Years Foundation Stage and Development Matters
- Experience working within an early years setting
- Experience in supporting pupils of all abilities to make excellent progress
- Excellent track record as a Classroom/Nursery Assistant
- Up to date knowledge of first aid procedures
- Evidence of further relevant professional development
- Confidence and understanding of safeguarding and child protection statutory legislations and school protocols

Desirable:

- Experience in an independent school

SKILLS AND ABILITIES

- Good level of IT competency, including Office 365
- Good level of numeracy skills
- Good written skills and good command of the English language
- Excellent communication and listening skills, and the ability to deal confidentially and professionally with individuals at all levels
- Attention to detail and a meticulous working practices
- Ability to evaluate information and data, and actively question and clarify information
- Well-developed time management, organisational and planning skills
- A flexible approach and the ability to multitask and cope with a changing, varied and at times busy workload