



EARLY YEARS PRACTITIONER
CANDIDATE PACK

APPOINTMENT DETAILS

TITLE:	EARLY YEARS PRACTITIONER
REPORTING TO:	EARLY YEARS MANAGEMENT
STATUS:	ALL YEAR ROUND
HOURS:	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 true potential.

The Nursery staff work closely with the School to nurture the children to understand and follow the School's 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 needs of very young children, and the experience to encourage even our smallest children to explore the world around them.

THE OPPORTUNITY

We are seeking to appoint an energetic and enthusiastic Early Years Key Practitioner, who will have responsibility for a (within ratio) 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 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: 40 HOUR WEEK ALL YEAR ROUND

PAY: £13.00 PER HOUR—LEVEL 3

£12.00 PER HOUR—LEVEL 2

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

REPORTING TO: Nursery Management Team

APPLICATION KEY INFORMATION:

To apply for this position, please use the 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.

Visits to the school and nursery will not be possible prior to application but shortlisted candidates will be offered a tour of the school and nursery as part of the selection

DUTIES AND RESPONSIBILITIES

Key Person

- To be responsible for a (within ratio) 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 on line portal (Family) including parents' evening notes, and update the Nursery 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.
- Ready to be a buddy key person as directed by the Nursery Management Team to ensure consistency of care to the children in the room.
- Be aware of the needs of individual children when supervising mealtimes, including dietary and medical issues and maintain up to date room dietary requests.
- To be aware of and demonstrate the school values within the nursery.
- Be prepared to communicate in person details of any incidents or information as appropriate.
- To prepare termly written reports on the development, progress and attainment of your key children within a given deadline.
- To have or gain Paediatric First aid qualification, basic food hygiene certificate.



PERSONAL SPECIFICATION

- Early Years NVQ Level 2 or above (or equivalent)
- Level 2 Food and Hygiene (desirable)
- Paediatric First Aid Certificate (desirable)

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. (Training will be given for Family).

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.
- To prepare termly written reports on the development, progress and attainment of your key children within a given deadline.
- To have or gain Paediatric First Aid qualification, basic food hygiene certificate.

OTHER DUTIES

- Communicate and co-operate with persons or bodies outside the school.
- To be aware of Open Mornings, Headteacher tours and settling in sessions to ensure that the nursery is communicated by the Nursery Manager and/or Deputy, ensuring that the nursery is presented in the best possible light to visitors.
- Provide termly written reports for your key children and support other members of the room to ensure reports are of a good standard and meet an appropriate deadline.
- Update and maintain regular developmental observations via Family linking each observation to the development matters statements and Characteristics of Effective Learning (COEL)
- Provide next steps on observations when appropriate.

