

# Early Years/Nursery Practitioner

## Information Pack for Applicants

Join the Inspirational Team at  
Dwight School London



**DWIGHT  
LONDON**

“  
Dwight has  
always had a warm  
and welcoming  
atmosphere, and its  
small community of  
students and staff  
makes it the perfect  
place to learn.

- Dwight alumni

”



# WELCOME

## Head of School Message

First of all, I want to thank you for your interest in the Little Lions Nursery at Dwight School London. We are a dynamic, forward thinking and welcoming independent international school located in the heart of the North of London.



My name is Chris Beddows and I am the proud Head of School. As Head of School since January 2022, I am excited to lead Dwight into its latest chapter of excellence as a leading IB World School.

I aim to ensure that all community members, whether that be students, parents or our highly talented team of educators, are happy, healthy and safe because I know then that success, productivity and passion will organically follow.

We have an exciting opportunity for an outstanding, motivated and engaging Nursery Practitioner who can lead by example and has a willingness to innovate, to join our ambitious and dynamic team. An international outlook and experience of the IB programmes and international education is desirable. Dwight School London is a values driven organisation and the successful candidate will have to demonstrate an understanding of and a commitment to student-led, inquiry-based learning.

As a school that offers the International Baccalaureate (IB) programme, we strive to fulfil our mission to 'educate for a better world' and to ignite the Spark of Genius in everyone in our community. Our work as a collaborative and collegial school is rooted in the pillars of community, personalised learning and global vision. The positive ethos and atmosphere that exists in our school is evidenced through good relationships, intercultural understanding, supportive behaviour, respect and hard work.

We warmly welcome visits to the school as part of the application process and we hope that you are interested in working with us at Dwight School London.

Warm regards

Chris Beddows, Head of School



“

In the heart of North London, Dwight School offers a rich, varied and challenging education.

Our students join us from throughout London and across the world.

- Dwight staff member

”





# ABOUT DWIGHT SCHOOL

Igniting the Spark of Genius in Every Child Since 1872

Dwight School London prepares young people to become leaders in the world. Our students thrive in a curriculum rooted in our three educational pillars. The first is personalised learning; the second, a commitment to community; the third, our global vision.

We are a part of the international family of Dwight Schools, closely linked with Dwight School New York, as well as Dwight School Seoul, Shanghai and Dubai and the online school Dwight Global. Being part of a global network offers countless benefits and opportunities. Travel and exchange programmes, cross-campus curricular and creative collaborations, online learning programs, international athletic competitions, staff development and global leadership conferences all foster the development of global citizens. Each Dwight School shares the same commitment to igniting the spark of genius in every child. No matter where in the world students attend Dwight, they are inspired to find their passions and receive the same high-quality IB education.

The Dwight School London community has a rich diversity of cultures, nationalities and experiences, with over 50 nationalities represented and over 40 languages spoken. We strive for a culture of excellence in all we do, with high aspirations for our students and our staff. Our philosophy is to build confident, compassionate young people who influence the future. We are committed to the IB philosophy of educating for a better, more peaceful world.

In the UK, we are one of just a handful of international schools able to offer all three educational programmes of the International Baccalaureate Organisation – the Primary Years programme (IBPYP), the Middle Years programme (IBMYP) and the prestigious IB Diploma programme (IBDP). With the recent addition of our Little Lions Nursery school, we now offer

an exceptional education for learners aged 2 through to age 18 and a compelling choice for families all around the world.

With Dwight, the arts, sports, wellbeing and learning beyond the classroom are all a core part of our curriculum. We have a diverse programme of trips and extra-curricular clubs, as well as a weekly Forest School. We have supported students to earn places at some of the world's most highly regarded universities.

Our commitment to learning beyond the classroom does not stop with our students. For our staff team, we prioritise professional and personal development, with wellbeing and innovation at the heart of our offer to our teaching, business and support staff.

The school's Quest programme, students receive personalised support through a differentiated approach either on a one-to-one basis or small group support from trained staff in skills such as reading, maths, writing and/or organisation. The aim of the Quest Programme is to teach students with different learning styles to function successfully and independently in an academically challenging, IB mainstream setting; it may also provide opportunities to be referred to specialist areas such as Speech and Language and Occupational Therapy as needed. The Quest Programme, with its specialists, is an integral part of the school community and is a resource for all teachers and parents.

We are proud of our status as an ISI 'Excellent' rated school, achieving excellence in all areas. We are also incredibly proud to have achieved the highest results for IB Diploma scores in London in 2022. For more information about our school, please take a look at our website: [dwrightlondon.org](https://dwrightlondon.org)

“

The teachers at Dwight are ready to be shepherds to guide students' learning. They reward curiosity and independent thinking, rather than memorizing knowledge to pass a test.

- Dwight parent

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# ROLE SUMMARY

**Title:** Early Years/Nursery Practitioner

**Contract:** Bank/Casual hours

**Reporting to:** Nursery Manager

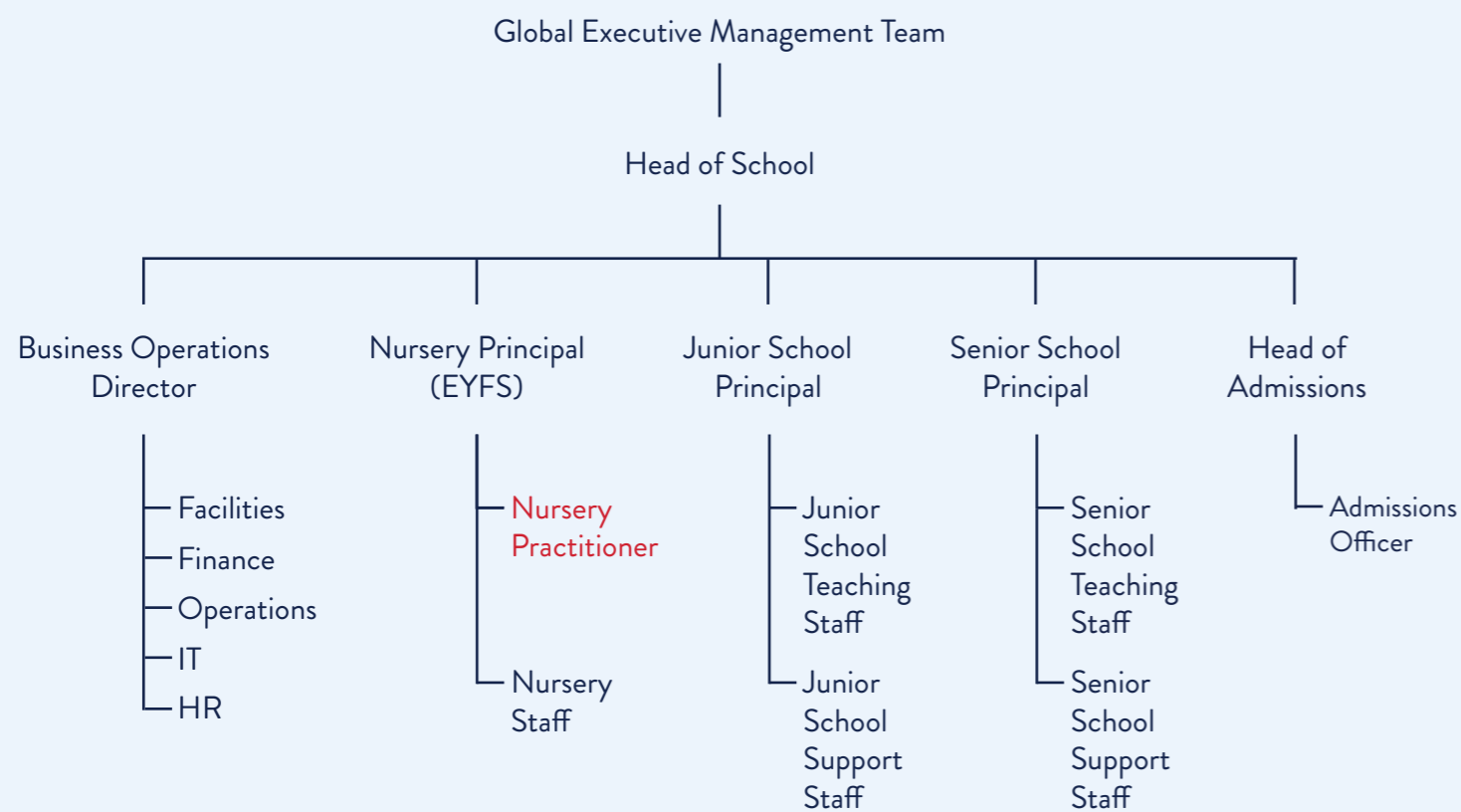
**Start Date:** ASAP

**Salary:** £13.85 per hour

This role will involve:

- Being a key person working with 2-year-olds, but with flexibility to work with children up to 4 years.
- Planning and leading motivating learning experiences, including writing observations, assessing and planning for the various stages of children's development.
- Working as part of a team to maintain an enabling environment, working with initiative, creativity and patience to foster an environment that encourages the children's all-round development.

# ORGANISATIONAL CHART



## Please Note:

This vacancy and all recruitment activities are subject to our Safer Recruitment policy and procedures. It is a criminal offence to apply for this post if you have been barred from working with children.

Dwight School London is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

If you are shortlisted for this post, you will be asked to complete a declaration at interview giving you the opportunity to declare any information relevant to your suitability for working with children and young people.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2022 and The Education Act 2002, we expect all staff and volunteers to share this commitment.

Dwight School London is a fair employer and is committed to equal opportunities. The School does not discriminate against employees on the basis of gender, ethnic origin, disability or age.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants.

For details on our Safer Recruitment policy and our Equal Opportunities policy please [click here](#) or visit our website for details.

# JOB DESCRIPTION

## INTRODUCTION

Dwight School London believes that every member of the staff team makes an important contribution to our community and that contributions should not be limited by assigned responsibilities. Therefore, this job description identifies generic and specific individual responsibilities to enable the teacher to participate at Little Lions Nursery at Dwight in a full and effective way; it is not intended to restrict an individual's participation, especially in activities carried out voluntarily.

This job description reflects the post at the present time and may be reviewed and amended after consultation with the job-holder, at least once a year. Dwight School London is committed to protecting the welfare of students and all members of staff share the responsibility of safeguarding and promoting the well-being of all students in our care.



## MAIN DUTIES AND RESPONSIBILITIES

- Be responsible for groups of children, including writing observations, assessing and planning for the various stages of children's development.
- As a team, assist in the planning and implementation of appropriate experiences for the children, both indoors and outdoors, to meet the learning and development requirements of the EYFS Statutory Framework.
- Work alongside the Nursery Manager and team to ensure that the Nursery's philosophy is fulfilled.
- Take shared responsibility for standards of safety, security, hygiene, cleanliness and tidiness throughout Nursery.
- As a team member, implement policies and procedures to ensure the welfare requirements of the Early Years Foundation Stage Statutory Framework are met, especially having a good understanding of the correct procedures to follow in the case of any child protection concerns.
- Liaise with and support parents and other families.
- Take an active role in the pastoral care of the children, reporting any concerns to the Nursery Manager.
- Attend INSET sessions, either as whole school, Nursery training or individually for professional development.
- Washing and changing children as required.
- To be aware of the high profile of the Nursery and to uphold its standards at all times, both within work hours and outside.
- To be flexible within working practices of the Nursery. Be prepared to help where needed, including to undertake certain domestic tasks within the Nursery, such as preparation of food, cleaning and sanitizing of resources and equipment.

## OTHER DUTIES

- All staff at Dwight share responsibility for the welfare and safeguarding of students, which requires all staff members to complete regular training in safeguarding.
- The job holder may, from time to time, need to carry out other duties as reasonably directed by the Head of School, the Nursery Principal or their line manager.



# THE BENEFITS OF WORKING AT DWIGHT

“Dwight School London is such a vibrant and exciting school; our students are caring and open-minded, they come from 40 different nationalities and represent a truly wonderful microcosm of the society. They think outside the box, show initiative and come up with the most ingenious ideas, full of creativity. Our staff, (teaching and non teaching) are friendly, supportive and compassionate. If you walk around the classrooms, you will see and hear lessons that are full of critical thinking, self-directed research inquiry - and most of all fun!”

– Barbara Veschi, Languages Teacher at Dwight School London

## PERSON SPECIFICATION

### Education and training

- Level 3 NVQ or equivalent full and relevant qualification - Essential
- GCSE English Pass (or Level 2 equivalent qualification) - Essential

### Experience

- Experience of working in an early years setting - Essential
- Experience of working in a year-round setting - Desirable

### Knowledge and Understanding

- Knowledge and understanding of EYFS - Essential
- Knowledge of child-centered approaches - Essential
- Understanding of early child development - Essential
- Understanding of online platforms - Desirable

### Skills and Abilities

- Effective communication, interpersonal and organisational skills - Essential
- Collaborative working style - Essential

Dwight School prides itself on being an inclusive, high achieving workplace with a commitment to standards of excellence and to prioritising staff wellbeing.

Staff members at Dwight School enjoy...

#### Excellent Rewards, Recognition & Wellbeing Activities

In addition to a competitive salary, we offer a package of additional staff benefits. These include a flexible teacher’s pension scheme with salary exchange options, our own Dwight Rewards employee benefits hub with promotions, discounts and savings, group insurances, access to wellbeing tools and classes and complimentary staff lunches.

Highly subsidised school fees - subject to availability and eligibility criteria - are also available for staff who enrol their children at the school.

#### Excellent Opportunities for Development

We actively support continuing development for all our staff members. Development activities include support with formal training, informal training and mentorship, whole school development initiatives, international opportunities through the Dwight family and opportunities within our initiatives for innovation.

#### Supportive Working Environments

Our school is a warm, welcoming and open-minded

environment, where friendly, respectful relationships flourish. With Dwight, you will find supportive colleagues, independent students, collaboration and encouragement and from all around the school.

#### A Culture for High Aspirations and Achievement

Through our dynamic leadership, vibrant workplace culture and our development programmes, we seek to inspire our team to achieve their full potential and ambitions for growth. We strive for excellence in all we do.

#### An Inclusive, Diverse and Welcoming International Community

As a vibrant international school, with over 50 nationalities represented amongst our students and our staff team, Dwight offers an inclusive, diverse community full of advantage for all at the school. As part of an exciting and innovative family of schools located in New York, Shanghai, Dubai and Seoul, there are many opportunities to collaborate and exchange internationally.



# HOW TO APPLY

Please review the Job Description and Person Specification carefully before applying.

Please submit your application through our online application portal: <https://www.tes.com/jobs/vacancy/early-years-nursery-practitioner-l3-qualified-england-2261798>. Please complete the application form and upload your supporting statement outlining your relevant skills, experience, and motivation for applying.

## SELECTION PROCESS

Candidates will be shortlisted and contacted once applications have closed.

As part of the shortlisting process, there will be an initial video call with a member of our team, with the chance to learn more about the school and the position. We also welcome in-person visits to the school.

Shortlisted candidates will be invited to take part in a series of interviews arranged shortly afterwards.

If you have any questions regarding the recruitment and selection process, or if we can provide any support in relation to making an application, please contact [hr@dwightlondon.org](mailto:hr@dwightlondon.org).



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My strongest memory is the positive attitude of teachers and students. The way they treat each other is not judgmental. Dwight is a little utopia!

- Dwight alumni

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**DWIGHT LONDON**

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