



WEST BUCKLAND
SCHOOL

Nursery Assistant
to start September 2023



The School

West Buckland is a school founded in 1858 intended to offer an excellent education based on Christian values. It stands in nearly 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside. The area is listed World Class by nature and West Buckland counts itself a school offering a world class education. We think you will like it here.

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the *Jonathan Edwards Sports Centre*, and the award-winning *150 Building*, which includes the Art and Design & Technology Departments and a Theatre. *Parker's*, a seventy bed, Sixth Form boarding house and *The Michael Morpurgo Library*, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently we have added a new Drama Black Box, café, personalised learning department and Potbury theatre.

The school is fully co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 160 in the Sixth Form and 150 weekly and full boarders. The school has its own co-located, Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results typically exceed 75% A* to B and at GCSE over 50% of grades are A* and A. Perhaps more importantly we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extra-curricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



Job Description

Our Nursery is based in our prep school and welcomes children from the age of 3. Children enjoy the family feel of our Nursery House. They spend their days learning through a wide range of play based activities and they are given plenty of opportunities to get out and enjoy our stunning 100 acre site.

General purpose of the role

To work with our Nursery manager to assist in the organisation of the Nursery at West Buckland Prep School. The successful candidate will work closely with the Nursery manager to ensure continuity and progression through a stimulating and varied programme of learning, ensuring the safety and well-being of the children at all times.

Key Tasks and Responsibilities

Teaching and Learning

- To act as a key person in Pre-School or Nursery and plan daily small group and key group activities.
- Instil a love of learning through a wide range of creative teaching styles and to facilitate a learning experience that provides all children with the opportunity to achieve their individual potential both in and beyond the classroom.
- To have a thorough understanding of the EYFS curriculum.
- Help to maintain a well organised, tidy, pupil friendly and interactive learning environment. Maintaining high standards of display.
- To assist with the planning and delivery of the daily programme of pre-school or Nursery activities and events.
- To complete the children's Learning Journeys, next steps and assessment of progress in Nursery.
- To attend termly parents' meetings in the Nursery to allow two-way discussion of children's progress.
- Assist in the development of the Long, Medium Term and weekly programmes of work.
- To attend weekly meetings to plan and prepare for the week/ term/ year ahead.
- To be IT literate and have the ability to keep electronic/paper records up to date.
- To liaise with the Nursery manager, SENDCO and external agencies where a child's needs require this.
- To feedback to the Nursery manager on a regular basis.
- To assist in the day-to-day running of the Nursery, ensuring staff ratios are correct, children are actively engaged and their pastoral needs are met.

Pastoral Care

- To ensure records are properly maintained eg. Daily registers, room risk assessments, accident and incident books.
- To comply with the school's Health and Safety Policy and to complete risk assessments for all Learning environment, indoors and out.
- To be courteous to parents and colleagues, and to provide a welcoming environment for all visitors to the school. Communicating to achieve positive results with parents, pupils and staff and working to meet (and exceed) customer expectations.
- To liaise with other members of the school staff in order to ensure continuity and progression of planning in line with the current school policies and practices.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To attend appropriate INSET.
- To attend staff briefings and meetings as required.
- Attend school functions as are deemed part of the annual cycle of the school year.
- To maintain a professional appearance at all times.
- To maintain a high level of professionalism and to use initiative as appropriate.
- Have a good knowledge of the whole school policies in place within the school.
- To read and comply with the 'staff Code of Conduct' document annually.
- To contribute to and implement all Early Years policies and procedures.
- To display an excellent sense of humour and be willing to go the extra mile.
- To do regular playtime and lunchtime supervision duties.

The Nursery assistant will be expected to undertake any other duties as can be reasonably expected of them by the Nursery Manager or the Prep School Head.

Job Requirements:

- Ability to work as part of a team with good organisational and communication skills
- Confident in working sensitively with children and parents
- Recent experience of work in an EYFS and knowledge of EYFS curriculum
- Understanding and awareness of SEN would be an advantage
- Knowledge of observation techniques and writing Next Steps child progress reports
- NVQ3 Level 3 or equivalent in Early Years Education
- Pediatric First Aid
- Forest School Experience-desirable



Applications

The application should include a completed application form, full curriculum vitae, and the names and addresses of two referees, one of whom must be your current or most recent employer. The deadline for receipt of applications is Friday 14th April 2023. Applications should be addressed to:

HR (Recruitment)
West Buckland School
Barnstaple
Devon EX32 0SX
recruitment@westbuckland.com

Applications may be e-mailed and it is not necessary to also send by post. Further information may be found on our website at www.westbuckland.com.

The Interview

Interviews will be held week commencing 24th April 2023. Candidates invited for interview will be shown around the school and there will be an opportunity to meet other members of staff and to see the school at work. The details of West Buckland School's own salary scale can be discussed at interview.

Safeguarding Policy Statement

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to our safeguarding policies and procedures. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Safeguarding questions will be asked to all candidates during the interview process.

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and online media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.



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