



HALSTEAD

PREPARATORY SCHOOL FOR GIRLS



CANDIDATE INFORMATION PACK

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## Nursery Practitioner

Required As Soon As Possible



**W**elcome to Halstead! Thank you for your interest in working at our school. If successful, you will be joining Halstead at a very exciting time and we hope the information contained in this pack enables you to understand the aims and ethos of our school.

Halstead girls love coming to school; it has a great sense of energy and warmth which visitors often comment on and is undoubtedly a very happy school. There is never a dull moment with plenty of fun and laughter inbetween the hard work. The curriculum is broad, including music, art, design & technology, drama, dance, PSHEE, outdoor learning, ICT and a wide range of sports as well as the academic subjects of English, mathematics, French, Spanish, science, history, geography and RE. Specialist subject teaching increases as pupils go through the school, ensuring an enthusiastic, knowledgeable and motivating approach from their teachers with the highest possible standards reached through praise, encouragement and a full understanding of each pupil's needs and abilities.

Within our idyllic setting, the girls enjoy learning in specialist facilities including well-resourced classrooms, a music suite, ICT suite, science laboratory, art room, DT and food tech classroom as well as a stage, sports hall, netball courts, a new outdoor learning area and beautiful play areas.

A wide range of co-curricular clubs such as judo, cookery, debating, building, art and even a magic club enrich the girls' experience and give further opportunities to discover and nurture their interests and talents.

## Caring



We always seek to treat others with compassion and hugely value our community.

## Imaginative



From an early age, Halstead encourages awe and wonder with a love of adventure.

## Fun



Fun is at the heart of our learning ethos and an infectious part of the school's personality.

## Proud



The girls love to put on their iconic uniform and wear their badges with pride.

## Respectful



We are always bowled over by the manners of our girls; they really are a huge credit to the school.

## Ready



Girls are encouraged to be independent so they feel confident and ready to learn.

Halstead Preparatory School has entered a new and exciting phase from Autumn 2022. We have extending our excellent Nursery provision from term-time only, to 46 weeks a year.

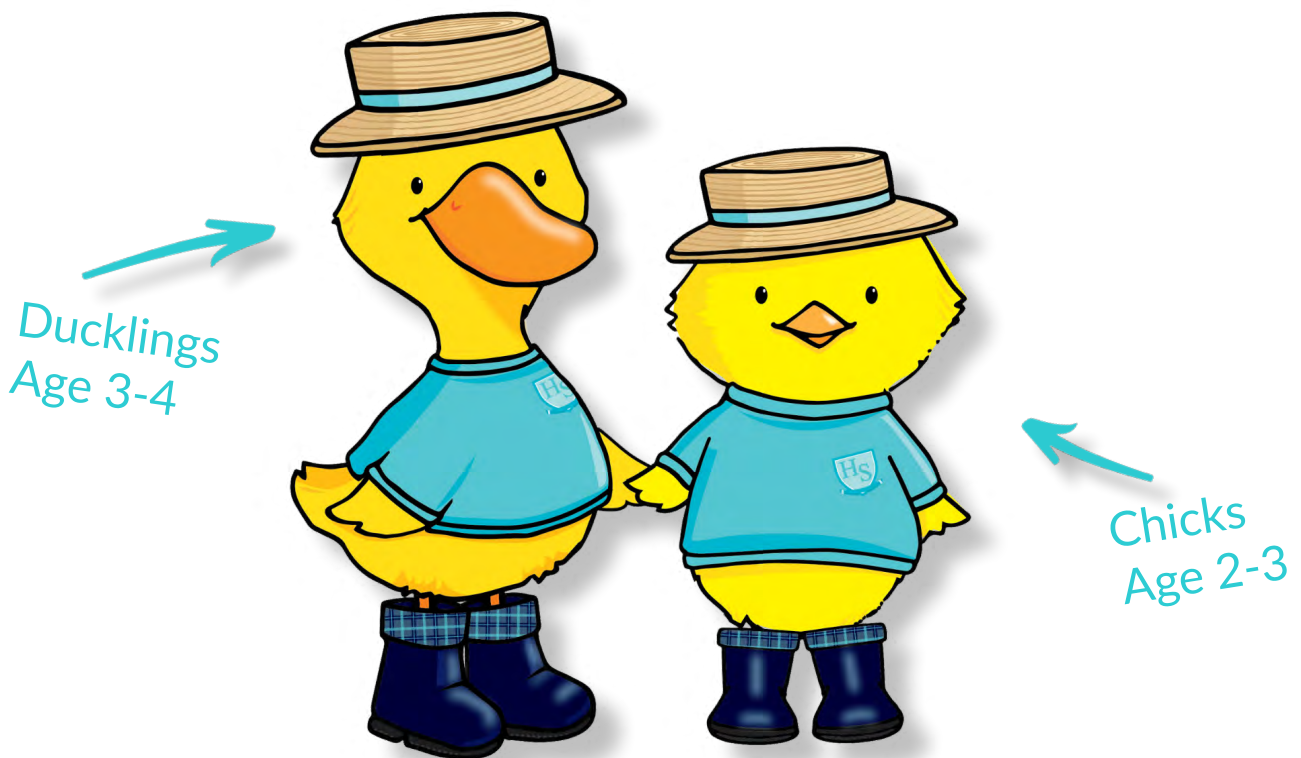
The Nursery educates up to 40 girls from 2 years old until they start their Reception year at Halstead.

The Nursery team works closely with the Halstead Early Years (Reception) and Pre-Prep (Year 1 and Year 2) departments to ensure unity and consistency across the curriculum, progression, staff partnerships and the transition to Reception.



The Nursery is split into two classes; Chicks aged 2-3 and Ducklings aged 3-4. All girls follow a tailored curriculum with specialist lessons taught in dance, drama, PE and music. They also have dedicated time in the outdoor learning area every week.

We have lots of adult/child interaction time and the flexibility to deliver a tailored curriculum around the interests of the girls. We see each girl as an individual and are always looking for their next steps in learning.





**W**e are seeking an inspirational, suitably qualified, dynamic, caring and professional Nursery Practitioner to assist in the flourishing Nursery department.

You will have drive and ambition and seek successful outcomes for the pupils and staff. You will foster a love for learning and inspire and engage all stakeholders in this important phase of a child's education. You will have excellent knowledge and understanding of the EYFS and how to implement the regulatory requirements of this age group. You will also be aware of how technology can be successfully and sensitively used by pupils and to track academic and pastoral progress.

**Hours of Work:** Full and part-time positions are available. Regular working hours will take place Monday to Friday, 46 weeks a year; however, flexible hours will be considered for the right candidate. Your working hours will include regular breaks. The Nursery will be closed on the following dates during 2022-2023 (inclusive):

11th - 14th April 2023  
21st - 31st August 2023

**Remuneration:** Halstead Preparatory School has its own very competitive pay scale. The salary will be dependent on relevant experience and qualifications. All staff are entitled to refreshments throughout the day and a free school lunch.

**Reporting To:** Nursery Manager

## Job Description

- To provide a high level of care during term-time and throughout the holidays.
- Communicate with the class teacher/leader and be familiar with lesson/activity plans.
- Act as the key person for some pupils, as directed.
- To contribute to online learning journals, creating observations, monitoring and supporting the tracking of children's progress using Evidence Me.
- Follow all school-wide Early Years policies and procedures.
- Contribute to the continuous improvement of Halstead's provision for children.
- Encourage learning and development through play and teaching.
- Create a secure environment, using your imagination to help children learn.
- Work with the class teacher/leader to communicate with parents on a daily basis.
- Attend meetings for planning, observations and any other team meetings as required.
- Always have the pupils' best interests at heart and be sensitive to their needs.
- Maintain good order of pupils and safeguard their health and safety.
- To work as part of an effective and efficient team and work in partnership with colleagues to ensure the day-to-day routines of the classroom are maintained.
- Accept advice from the Nursery Manager, Head of Pre-Prep, the Head and members of the Senior Leadership Team.
- Undertake reasonable tasks as required by the Head, including break and lunchtime supervision as required.
- Maintain high standards of appearance, punctuality and professional manner.
- Attend all INSET days and any other professional development as required by the Head.
- Attend school events such as Parents' Evening as necessary.

## Person Specification

### Knowledge and Expertise

It is essential for all Early Years staff at Halstead to possess the following knowledge and expertise:

- At least an appropriate Early Years Level 3 qualification.
- A range of successful experience and understanding of the education and development of young children.
- To be confident using the Birth to Five Matters framework.

### Skills and Attributes

The successful candidate will be expected to show:

- Enthusiasm, flexibility and a positive outlook.
- Excellent interpersonal skills with a warm and encouraging personality.
- The ability to relate well to children, colleagues and parents.
- Sensitivity, diplomacy and tact.
- The ability to maintain confidentiality.
- The ability to work as part of a team as well as to follow instructions and use initiative.
- Good organisational skills.
- Willingness to become fully aware of and support the school's commitment to safeguarding pupils.
- The ability to maintain a view of the 'big picture' and a sense of humour in all situations!

### Equal Opportunities

- Commitment to equality of opportunities for all, regardless of gender, disability, religion and ethnic origin.

### Benefits of Working at Halstead

- Fee discount
- Pension scheme
- Free lunch and refreshments
- Parking on-site
- Staff social events
- Employee Assistance Programme (EAP)

We welcome applications from all interested and suitably qualified candidates.  
To apply, please follow the application process:

1.



Complete a [Halstead application form](#) and write a letter of application addressed to the Head, Mrs Sharon Maher. The application deadline is 5pm on Friday 14th April. CVs alone will not be accepted.

2.



Send your completed application form and letter to Miss Sophie Lambert, HR/Compliance Officer, via [recruitment@halstead-school.org.uk](mailto:recruitment@halstead-school.org.uk).

3.



Interviews will take place upon receipt of strong applications. We reserve the right to close this vacancy early.

### Safeguarding

Halstead Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screenings appropriate to the post. These include checks with past employers and the Disclosure and Barring Service.

### Contact Us

If you have any questions regarding the post or application process, please contact Miss Sophie Lambert, HR/Compliance Officer, via [recruitment@halstead-school.org.uk](mailto:recruitment@halstead-school.org.uk) or phone 01483 772682.

If you would like to visit the school prior to submitting your application, we would be very happy to accommodate this. Please get in touch via the details above.



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