



Devonshire House Preparatory School

EYFS Assistant

Job Description and Person Specification

School Context

Devonshire House is a large co-educational prep school (550 on roll) in Hampstead, north London, on the cusp of a transformational period of positive change, intent on offering an outstanding education in every sense for its pupils and their parents. The school has just acquired a fifth building, giving more scope for outdoor play and sport, as well as doubling specialist teaching room capacity. The values of the school are unashamedly traditional, whilst its outlook on teaching pedagogy is very much modern. Devonshire House aims to recruit the best teachers and leaders available and retain them by providing an attractive package and huge scope for career advancement. This is augmented by its engaged governance as part of Dukes Education, which promotes inter-school collaboration and collegiality.

Summary of the role

The post holder will be responsible for support Nursery Acorns & Oaks (children aged between 2-4 yrs) at Devonshire House School. The post holder will work closely with the Head of Nursery to ensure the Nursery provision at Devonshire House remains at a consistently high standard, They will also have a deep knowledge of Early Years Education.

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). Nursery staff members are expected to work in Early Years extended after school care facility at least twice per week.

Job Description

- 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, you will be responsible for writing the Age Two Progress Check report for each of your key children
- 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.



- 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.
- 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.
- Support the teacher deliver the EYFS curriculum.

GENERAL

- To support the aims and ethos of the school.
- To attend to any other matters as detailed in the Staff Handbook.
- To be familiar with and to follow guidelines as set out in the school staff policy documents, with particular reference to the EYFS, Health and Safety and Safeguarding.
- To attend the weekly department meeting to discuss curriculum, pastoral and other matters.
- To attend Inset days prior to the beginning of each term.
- To attend further training/courses to develop professional skills.
- To support personal and professional development to have regular meetings with the Deputy Head
- In between the two year school review cycle, to have meetings with the Deputy Head of Early Years to support personal and professional development.
- To have an understanding in basic Technology, helping to deliver planned activities using the Smart board, iPads and PC as well as maintaining observations and assisting the Class Teacher to upload photos onto the school's VLE.
- To have an in-depth understanding of what 'differentiation' means and how to best implement the teacher's differentiation, setting up and organising appropriate activities.
- To attend other School Events in the course of the year such as School Fairs and Carol Concerts.
- To foster and maintain a good working relationship with the Class Teacher.
- To act as a courteous, friendly and business-like member of the Early Years team, working in a co-operative and diplomatic manner.



- To promote a good standard of pastoral care.
- To maintain good practice in terms of staff attendance, dress and discipline.
- To have a professional attitude in the school and maintain confidentiality.
- To be flexible and adaptable to changes in the timetable or duties.
- To keep the Class Teacher, Deputy Head of Early Years and Head informed of any relevant matters concerning pupils or staff.
- To undertake such additional duties as might be reasonably requested by the Head or other authorised person.
- Elements of this job description may be re-negotiated periodically as necessary.

Person Specification

Knowledge, Skills and Experience

Essential criteria:

- Knowledge of the Early Years Foundation Stage and Development
- Experience working within an early years setting
- Excellent track record as a Classroom/Nursery Assistant

Desirable criteria:

- Experience in an independent school

Professional Qualifications and Continuing Professional Development

Non UK qualifications require a statement of comparability from UK Naric

Essential criteria:

- GCSEs or equivalent at a Grade C/4 and above in Math, English
- Minimum Level 3 diploma in childcare, early years, teaching support/assistant
- Must hold a qualification that meets the Early Years Criteria to be counted in the level 3 ratios
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Examples of acceptable qualifications:

- Level 3 NVQ in Caring for Children and Young People
- Level 3 NVQ in Childcare and Education
- Level 3 NVQ in Children's Care, Learning and Development
- Level 3 NVQ in Early Years Care and Education



- Level 3 NVQ in Play work
- Level 3 Diploma in Play work (NVQ)
- Level 3 Diploma for the Children and Young People's Workforce (Early Learning and Childcare)

Desirable criteria:

- Appropriate school-oriented training and qualification(s)

Personal Qualities

- Enthusiastic and energetic.
- A team player.
- Good organisational skills.
- Resilient and Resourceful.
- Excellent practitioner able to inspire pupils in the love of sport.
- Ability to make decisions quickly and solve problems as and when they arise.
- Ability to communicate effectively with pupils, staff, and parents.

