

"An individual approach to academic success"

Nursery Teacher

Full or part time





Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices, which ensures those unsuitable for working with children, are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.



Dear Applicant,

Thank you for taking time to consider applying for the Nursery Teacher role. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint for the Autumn term 2019.

The successful candidate will join a committed Early Years department where the Nursery and Kindergarten classes are perfect for children between the ages of two and four who are taking their first steps away from home.

Manor House is a fantastic place in which to work. The children are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our pupils and very supportive parents.

All teachers take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is diligent, has high expectations and is firmly committed to the Early Years Framework.

I very much hope that after your initial investigations, you are encouraged to apply.

Ms Fantham
Headteacher

About Us



Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for ages 2-16 years (with boys in the Nursery and Kindergarten), located in the village of Bookham, Surrey. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports girls to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our pupils' results consistently exceed expectations, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day to day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and pupils, always makes Manor House School an unforgettable experience.



A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

Our Values

Our School maxim- “an individual approach to academic success” is brought to life in our aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, seen opposite, underpin our school maxim “To love is to Live”.

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and Prep School results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team

Manor House School employs over one hundred staff in varying roles, all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. You will integrate into school life, encouraged by your mentor, and your work will be rewarding and meaningful.

With access to great support and facilities, your teaching will help motivate and inspire our enthusiastic and intelligent pupils who enjoy learning.

The non-teaching roles within Manor House School form a dynamic support team that maintains our consistent professionalism and aids our long-term strategies for the future.

All members of staff are actively encouraged to seek continuous professional development.

Benefits include a competitive salary, teachers' pension scheme, favourable school holidays, free parking and opportunities to participate in our continuous well-being programme. During term time, all staff are eligible for a free lunch and afternoon tea. There is also leadership and planning time built into your timetable and you will be working amongst one of the most beautiful school surroundings in the country.



Teaching with us in Early Years

We pride ourselves on providing a nurturing and welcoming start to school life, and we strive to create an environment specifically designed to meet the needs of each individual child. We offer an excellent curriculum providing first class Early Years teaching, along with specialist lessons in Performing Arts, French, Music and PE and Forest school sessions in our outdoor classroom, The Dell.

All our learning activities are individually planned to keep children active and engaged, ensuring they develop the skills to move on to school as confident, motivated learners. These sessions have been created to take a structured and responsive approach to each child's needs. We follow the Early Years Foundation Stage Framework, alongside elements of Montessori practice, an approach that draws its principles from the natural development of the child. Our thriving Nursery School is a special place where children will be inspired to discover and learn as they play and make friends.

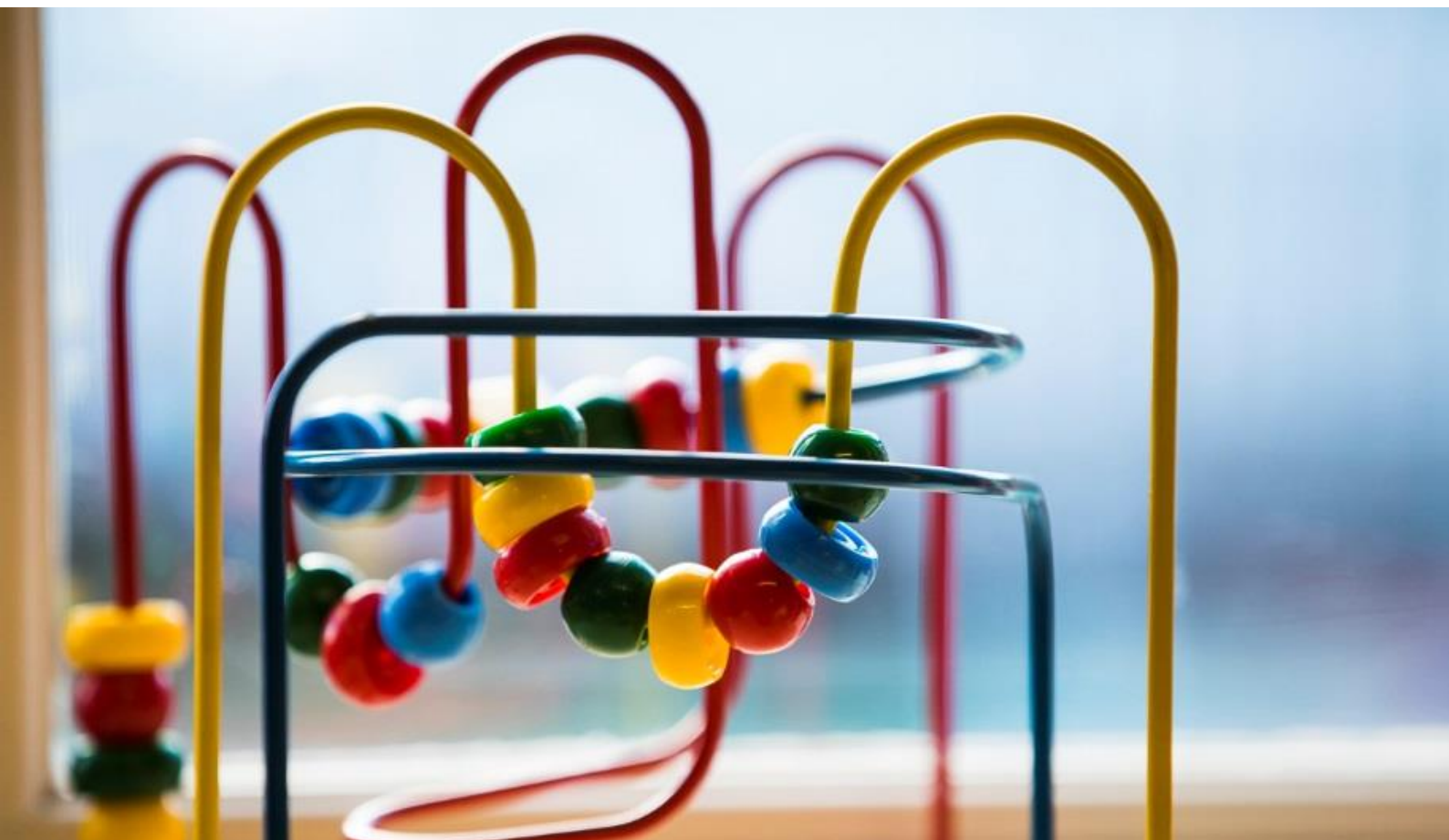
Our nurturing and supportive learning ethos builds personal confidence in the classroom and underpins the individual academic success of all the children.

We expect our employees to uphold our high standards of behaviour in line with the school code of conduct. All policies and procedures are clearly available at all times and all members of staff adhere to them.



Pastoral and other Responsibilities

- Take responsibility for the health, welfare and safety of pupils at all times.
- Attend assemblies, staff briefings, meetings, and preparation/Inset days.
- Attend parent/teacher and whole-school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating in this with other members of staff and using the school systems for managing behaviour.
- Uphold the policies and follow the guidelines set out in the Staff Handbook.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague on a daily basis only.
- Accept any reasonable responsibility delegated by the Headteacher.
- Participate in the wider community of Manor House School such as Heritage Day, Open Days and Bookham Village Festival.
- Contribute to the school's extra-curricular programme.



The Department

Our setting is ISI (Independent Schools Inspectorate) registered. We have our own Forest School and purpose-built Early Years facilities. These include two wonderful play areas; an outdoor all-weather playground which includes sand and water play, climbing frames, a sensory kitchen and a train, and an Orchard garden which contains our much loved pirate ship and larger play equipment, which nursery children share with the older girls.

Our outstanding, purpose-built classrooms are located in a quiet, secure area of the school and provide a happy, dedicated environment for the children. All classrooms have easy access to the outdoor learning areas and the children benefit from regular Forest School sessions in The Dell – an outdoor classroom set amidst our extensive grounds where the children regularly explore and engage in nature walks and practical learning activities.

Job Description

The Role

Reporting to the Head of Early Years, the Nursery Teacher will be accountable for pupil progress and development, working together to ensure the provision of an appropriately balanced and relevant Early Years framework for all, which is exciting and far-reaching.

Key Responsibilities

Teaching and Learning

- To plan, teach and provide learning opportunities that will enable every Nursery child to reach their potential.
- To create a secure and calm environment to support the personal wellbeing of all pupils, establishing professional, positive and purposeful relationships.
- To provide a high quality teaching and learning environment that supports delivery of the Early Years Framework.
- To ensure that the teaching and learning raises the achievements of pupils.
- To be responsible for the educational and pastoral welfare of every Nursery pupil.
- To ensure regular observations and assessments are made.
- To mark and provide feedback on pupils' work and to assess and record on the development, progress and attainment of pupils.
- To use these records to report to parents/carers on the progress of their child.
- Develop and maintain excellent professional relationships with parents/carers.
- To support the identification of, and make appropriate educational provision for, children with Special Educational Needs or Disabilities, those who have English as an Additional Language, and those who are More Able, with support from the Head of Academic Advancement and outside agencies.

School Improvement and Quality Assurance

- To work collaboratively with other departments, including Kindergarten, to ensure a smooth transition.
- To participate in regular staff meetings, inset training and all staff briefings to contribute to the implementation of whole school curriculum policies.
- Undertake any other duties, which may be reasonably asked by the Headteacher to ensure the success of the school.
- To positively engage in the Manor House School performance management review system.

School Ethos

- Create and maintain a positive environment, which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.

General Responsibilities

- Take responsibility for the health, welfare and safety of pupils at all times.
- Attend all mandatory training sessions.
- Be willing to take part in assemblies, attend staff briefings, meetings, and preparation/Inset days.
- Attend parent/teacher evenings and Senior Department and whole school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating with other members of staff and using the school systems for managing behaviour.
- Uphold the policies and follow the guidelines set out in the Staff Handbook.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague when required.
- Accept any reasonable responsibility delegated by the Headteacher.

Accountable to the Head of Prep School, this role is a full time teaching role.

Person Specification

Qualifications, Education & Training	Essential	Desirable
Graduate with Qualified Teacher Status	✓	
Early Years Qualification	✓	
Paediatric First Aid Certificate		✓
Recent and relevant safeguarding training		✓
Experience, Skills & Knowledge	Essential	Desirable
An excellent, creative Early Years practitioner	✓	
Evidence of being an outstanding teacher	✓	
Experience using an online learning journal such as Tapestry		✓
Committed to achieving the highest possible standards	✓	
Experience of target setting to raise attainment	✓	
A competent user of ICT	✓	
Willingness to contribute to the extra-curricular life of the school	✓	
Excellent organisational skills	✓	
Ability to motivate others	✓	
Evidence of commitment to own CPD	✓	
A clear understanding of the Early Years Framework and assessment practices	✓	
High expectations of pupils and staff	✓	
Understanding of child development and ability to recognise and respond to individual pupil needs	✓	
Ability to relate effectively to young children	✓	
Ability to work as part of a team	✓	
Ability to communicate effectively both orally and in writing	✓	
Understanding of issues regarding Health and Safety in the Nursery class and across the whole school	✓	
Subject Leadership experience		✓
Personal Characteristics	Essential	Desirable
Passionate about inspiring children to learn	✓	
Enthusiastic, dedicated and adaptable	✓	
Committed to promoting equal opportunities	✓	
Common sense, initiative and proactive approach	✓	
A positive disposition and good sense of humour	✓	
Committed to Continuous Professional Development	✓	



Application Process

Please submit your application form via the career site or to
ejrose@manorhouseschool.org

If you would like to write to the HR department, please contact them on:

HR Department
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN

If you have any further queries, please contact the HR department via the email above
or call: 01372 455361

For any enquiries please contact our main office on 01372 458538 or visit
www.manorhouseschool.org