



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*



## APPOINTMENT OF Nursery Practitioner

Set in 85 acres of Suffolk parkland, Old Buckenham Hall is one of the country's oldest and most beautiful preparatory schools. Since 1862, it has provided children with a rigorous curriculum and unparalleled co-curricular opportunities, all underpinned by an outstanding system of pastoral care. A co-educational school for children aged 2 to 13, OBH serves a boarding and day community that go on to attend some of the most aspirational Senior Schools in the UK. Many of these pupils leave having achieved scholarships. Regular destinations include Eton, Harrow, Oundle, Uppingham and Rugby, as well as schools in East Anglia.

James Large joined the school in September 2023, as its tenth Headmaster and now leads the school in its mission to deliver the premier Boarding Prep School education in the East of England. In June 2024, the school enjoyed a very successful Full Inspection from the Independent Schools Inspectorate (ISI), with inspectors noting "leaders' continual commitment to providing the best possible education and care for pupils results in a dynamic and forward-thinking school" alongside "a culture of trust, respect and aspiration within the school community."

We are looking to appoint staff who are committed to supporting the development of OBH and its pupils and who are motivated to be part of a busy rural boarding school. We value individuals who work hard and support others, but who are also able to have fun and embrace the joy of Prep School education.

# Job Description

## START DATE

Monday 23<sup>rd</sup> February or as soon as possible thereafter

## SALARY

£24,810 – £27,428 FTE

## HOURS

08:00 – 16:20 Monday to Friday, term-time only

Fixed Term Contract, ending Friday 3 July 2026

## PRIMARY FOCUS

To deliver an excellent standard of care and education to children aged 2 to 4 years old, and to prepare them to enter into Reception at the end of Nursery.

To support the Nursery Teacher in the smooth running of the Nursery and to manage the Nursery during any time that the Nursery Teacher is not in attendance.

## REPORTING TO

Head of Pre-Prep

## KEY RESPONSIBILITIES

### Child Development and Learning

- To work under the guidance of the Nursery Teacher in the planning and implementation of the Early Years Foundation Stage (EYFS) and other programmes and strategies to promote effective teaching and learning of all children in the Nursery.
- To have full command of the Statutory Guidance of the Early Years Foundation Stage.
- To promote a stimulating, engaging and interactive learning environment for all children.
- To deliver a daily programme of purposeful learning activities to suit the children's needs and stages of development, supporting and promoting each child's learning as appropriate to their interests, language skills and cultural backgrounds.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To guide and monitor children's progress, provide feedback to the Nursery Teacher pupil progress; assessing and observing where required to help inform children's developmental next steps.
- To be proactive in embedding classroom routines so children are continually supported.
- To be a Key Person to a number of children, providing a secure attachment figure to help children settle, meeting their needs and monitoring and supporting their development.
- To complete the children's learning passports and Tapestry and communicate effectively with parents on the children's progress via email and face to face on a daily and termly basis.
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
- To attend termly parent meetings and to liaise regularly with parents about their child's progress.
- To ensure effective working practice is followed including safeguarding and adhere to all School policies and procedures.

- To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons, as appropriate.
- To plan and deliver the weekly Baby and Toddler group.

### **Health & Safety**

- To work within the School's Health and Safety Policy to ensure a safe environment for the children, their parents and carers, the nursery team, and any visitors to the Nursery.
- To comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To always maintain a clean and safe environment both inside and outside, ensuring effective supervision at mealtimes and that all dietary requirements are adhered to.
- To have a clear understanding of and feel comfortable managing any identified medical needs or specific allergies. To hold a paediatric first aid qualification commensurate with the level of responsibility this role demands.
- To attend relevant meetings and participate in training opportunities and professional development as required.

### **Pastoral and Wellbeing**

- To promote positive values, attitudes, and good behaviour of children.
- To work with colleagues to create a positive culture of pupil welfare and behaviour. To promote positive professional relationships with the Nursery staff team.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and to take responsibility for pupils under the supervision of the Nursery Teacher.
- To be aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- To maintain good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive conduct in line with school's Behaviour Policy.

### **Training and Development**

- To hold a minimum of Level 3 Qualification.
- To maintain an up-to-date knowledge and understanding of all aspects of the Early Years Framework.

### **Wider School Commitments**

- To participate in assemblies and whole school seasonal events such as concerts and sports day, for example.
- To contribute towards the provision of after-school clubs as well as Owls, OBH's after school childcare provision.

## GENERAL RESPONSIBILITIES

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students, and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents, and colleagues.
- Engage actively in the personal performance review process.
- Adhere to policies as set out in the School Policies.
- Undertake other reasonable duties related to the job purpose as required from time to time.

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

**At Old Buckenham Hall we are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms, which means providing criminal conviction information, and must be prepared to undergo checks as relevant to the post, including the Disclosure and Barring Service.**

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	A minimum of a level 3 in a relevant early year's qualification (this must be sector recognised for Early Years Childcare).	Examples of recent continuous professional development.  English and maths GCSE.	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
<b>Experience</b>	At least 12 months experience of working in a nursery or early years setting after completing your qualification.  Experience in contributing to the observation, assessment and planning cycle.  Previous experience of working in partnership with parents  Understand the requirements of ISI.	Previous experience across all age ranges from 6 months to 5 years in a nursery environment.  Experience of working with In The Moment planning.  Demonstrate how they have worked with parents to support children in their care and been involved in parents' evenings and parents' workshops.  Had experience of an Ofsted inspection.	Contents of the application form.  Interview.  Professional references.

<p><b>Skills</b></p>	<p>Good communication skills both verbal and written.</p> <p>Been involved with assessing and tracking children's development.</p> <p>Ability to use technology for the purpose of sharing information with parents and recording observations and assessments. Training will be provided in the particular software we use.</p>	<p>Good verbal skills with children.</p> <p>Confidently track and assess children's development and use various systems to record this.</p> <p>Experience of using Tapestry.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
<p><b>Knowledge</b></p>	<p>Understanding of changes to the Development now and Birth to 5 curriculum frameworks.</p> <p>Understanding of child development and what activities and resources they can provide to support this.</p>	<p>Use of Development Now or Birth to 5 to assess children's development.</p> <p>Confidently explain child development for their chosen age group.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
<p><b>Personal competencies and qualities</b></p>	<p>Motivation to work with children and (young people).</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and (young people) parents.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>