

HATHEROP CASTLE PREP SCHOOL & NURSERY



Early Years Nursery Practitioner
Candidate Pack
Start date: ASAP



INTRODUCTION

The opportunity has arisen for an enthusiastic Teaching Assistant to work in our Nursery at this highly regarded co-ed day and boarding prep school and nursery, located in the heart of the Cotswolds. The school is enjoying a period of significant investment and development since joining the Wishford Schools group in 2014, and a recent ISI inspection found the school to be 'Excellent' in both academic and other achievements and in the quality of Pupil's Personal Development.

THE SCHOOL

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 21 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children at Hatherop Castle benefit from a full, challenging and creative curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

The school operates a very flexible boarding provision, all housed within the Castle.

Since joining the Wishford Schools group, the school has begun an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the communal parts of the school. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. In October 2018 a new all-weather surface was completed in our stunning walled garden which has improved our sports provision. We have recently refurbished classrooms in the Pre-Prep and over the summer have started a full refurbishment of the Nursery, including a new teaching room for transition.

The school is currently enjoying a period of growth with pupil numbers rising. In most year groups there are 2 classes with an average of 12-14 children in each class.

The Nursery is where our pupils start their Hatherop adventure and we have two age groups: Kindergarten for our 2 and 3 year olds and Transition which is for our 3 and 4 years old. Transition is our pre-reception year and they enjoy specialist sessions in Sport, Music and French. There is a seamless transition from Nursery into Reception in the Stableyard which most of our Nursery parents benefit from.

For more information on Hatherop Castle School, please visit: www.hatheropcastle.co.uk. If candidates would like to get a better feel for the school a selection of videos and films can be found on our [You Tube Channel](#).

THE OPPORTUNITY

A vacancy has arisen for an Early Year's Practitioner to work in our Nursery. Our Nursery operates a year-round provision for children aged 2 to 4 years old.

Candidates are sought who can demonstrate a track record of high-quality teaching and supporting children within the Early Years Foundation Stage. NQT's and candidates with Child Care Diploma/Certificate Level 3 are welcome to apply.

A job description and person specification can be found below.

SALARY AND BENEFITS

This is a part time role, hours and days can be discussed, but could be combined with another role we have advertised in the games department if the candidate needs full time.

An attractive salary with fee remission for the successful candidate's children if needed.

Lunches, snacks and coffee all provided.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to recruitment@hatheropcastle.co.uk. The application form is to be accompanied by a covering letter to the Headmaster, Mr Nigel Reed, of no more than one page.

The closing date for applications is by 8am on Friday 29th September 2023.

Applications will be considered on receipt and candidates may be contacted for a zoom interview prior to the interviews in person which will be held during the week beginning Monday 2nd October.

Hatherop Castle School is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Nigel Reed, head on 01285 750206 or email recruitment@hatheropcastle.co.uk

JOB DESCRIPTION

Reports to: Head, Head of EYFS and Head of Nursery

CONTRACT AND HOURS:

Part Time 20 hours per week; days/hours to be discussed. 28 days holiday. There is the option of full time if combined with the games coach role we have advertised.

GENERAL RESPONSIBILITIES:

- To have due regard for the education of all pupils in the nursery in accordance with the aims, objectives and values
- To provide pastoral care as an integral part of performing duties as an Early Years Practitioner
- To share in the corporate responsibility for the well-being and control of all pupils in the nursery
- To follow the policies for the smooth running of the school as laid down in the Staff Handbook
- To plan lessons effectively in accordance with the school's Schemes of Work and Programmes of Study
- To teach in as exciting and stimulating a way as possible in order to inculcate a love of learning and of school, at the same time having high expectations of pupils and their performance
- To keep up to date with assessment, record keeping and reporting
- To attend relevant courses and stay abreast of developments in education in general and personal area of expertise in particular
- To be supportive of, all events taking place within the school, including those organised by the PA
- To be part of the Early Years team, planning and implementing activities, delivering effective teaching and learning
- To be committed to safeguarding children and want to make a difference to improving all children's learning outcomes; encouraging confident and independent learners
- To establish positive partnerships with parents, ensuring a cohesive approach to their child's welfare and progression

PERSON SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

- Demonstrates an enthusiasm and passion for teaching and working with children in EYFS.
- Competent ICT skills.
- Ability to work on own initiative.
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues.
- Motivated and have the ability to take the initiative to manage work load.
- Approachable and open manner.
- A good sense of humour and positive attitude.
- Smart and professional in presentation.
- Flexible and open minded.

QUALIFICATIONS

Essential:

- If untrained, willingness to complete a Teaching Assistant (Level 3) or Early Years Educator (Level 3) apprenticeship.

Desired:

- Teaching Assistant (Level 3 and above) or Early Years Educator (Level 3 and above).

VETTING REQUIREMENTS

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Designated Safeguarding Lead.

An enhanced DBS disclosure and references will be required for this post

NO CV'S - APPLICATIONS WILL ONLY BE ACCEPTED ON THE SCHOOL'S APPLICATION FORM