



Belton House Nursery

part of Micklefield School Reigate



**Full-time (all-year-round) Teaching Assistant
Candidate Brief**



Our Nursery

Within a bright and colourful environment, Belton House Nursery provides an excellent first step for a child's introduction to education. Fully supported by qualified, experienced and enthusiastic staff, the children are encouraged to develop their full creative and academic potential, learning to think, question and evaluate.

Our Nursery children enjoy all the facilities of the main school as well as the multi-sensory experiences in Belton House and the surrounding area.

Micklefield children experience all areas within the Early Years Foundation Stage curriculum. Children are introduced to phonics and pre-reading skills. Fine motor control activities help to develop writing skills. Fun, thought-provoking, numeric activities help build the children's understanding of mathematics. By nurturing a curiosity of the world around us, their knowledge and understanding of the environment helps to develop their creative language and confidence.

From April 2021 our highly successful Nursery extended its provision from term-time only to all year-round and we are looking to appoint someone who can join our top-rated Nursery. We offer both full day and half day

sessions for children from rising three to four years of age. There are currently 4 members of staff in the Nursery to whom the post holder will work closely alongside. The post holder reports to the Head of Nursery for the teaching and management of the Nursery and to the Bursar for all financial matters. The Nursery Room Leader will work closely with all members of the Early Years Team.

Ethos / Mission Statement

Micklefield is a happy, flourishing school where children can enjoy all aspects of learning. We aim to create a family atmosphere where each child is encouraged to develop their potential whilst becoming confident, responsible and independent members of the community. We work with parents to instil respect, tolerance and self-discipline.

Micklefield's children are nurtured so that their talents, whether academic, sporting, musical or creative, can be developed and valued. We pride ourselves on knowing each of the children individually, creating an environment where trust and security encourage children to thrive.



Purpose of the Role and Key Responsibilities

The role of the Teaching Assistant is to ensure all children attending Belton House Nursery receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum. The Teaching Assistant will need to work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn. It will be crucial to build and maintain strong partnerships, working with parents to enable children's' needs to be met.



Main Duties and Responsibilities

- To promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to the children.
- To promote the work and image of the School by always maintaining high standards of personal appearances and adopting a friendly, professional approach to parents, members of the public and the wide School community.
- To have a good understanding of the Early Years Foundation Stage(EYFS) curriculum, assist the early years teacher with setting up the environment the planning, preparation and delivery of the curriculum and evaluate activities for the children.
- Prepare classroom as directed for lessons and clear up afterwards. Safely manage the learning activities, the teaching space and resources.
- Encourage good behaviour as per policy and procedures.
- To provide professional and relevant feedback to parents/carers about their child.
- Prepare all planned activities required for the teacher
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in Nursery life.
- To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day.
- To promote high standards, progression, continuity and quality of learning.
- To make observations and assess children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively.
- To adhere to the school's policies with special reference to the learning support, safeguarding and

child protection, equal opportunities policies, and to help promote inclusion in the school.

- Support teachers in evaluating students' progress, Monitor student's responses to learning and provide feedback, Help the teacher maintain the student profile and evidences.
- Ensure that the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times.
- To undertake other relevant duties allocated at the discretion of the Head of nursery.
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the Nursery.
- To play a wide and full part in the life of the School as possible.
- Communicate and demonstrate kindness and sensitivity with children to support their learning.

This job description is intended to act as a guide and not as an ultimate definitive or exhaustive list. Our aim is to work to the strengths of the successful candidate and adapt the job description accordingly.



The Candidate Profile & Personal Qualities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential criteria

Able to organize workload

Able to communicate effectively with students, parents and other staff

Able to motivate and encourage students

Able to use photo-copier, computer, video and digital camera

A passion for working with children with a positive can-do attitude.

Sound understanding of child development, and of

children's needs.

Ability to work with parents and families to encourage their involvement.

Experience and knowledge of using Family App (or similar).

Commitment to equal opportunities and an understanding of equality and diversity issues.

Evidence of continuing professional development.

Desirable criteria

Current paediatric first aid certificate.

Current food hygiene certificate

Has a minimum of 2 years relevant experience

Teaching qualification/ experience

Employment Terms & Conditions

Contract:	Fixed term; starting January 2022 to August 2022 - with potential to extend.
Hours:	Full-time, all year round, Monday to Friday. Including Parent Evening attendance and a maximum of two Saturday 'Open Mornings' per year.
Salary:	Up to £20,000 per annum
Holiday Entitlement:	Pro-rata based on 25 days + bank holidays.
Additional Benefits:	Pension. Lunch provided.

Application Process

Interested candidates are invited to complete the application form (there is no need to submit a CV) together with a short covering letter addressed to Mrs Beth Rayner, Head of Nursery, which explains your motivation for applying.

Candidates should send both documents by email marked Private & Confidential to:
nursery@micklefieldschool.co.uk.

The deadline for receipt of applications is: **Noon - Monday, 13 December 2021.**

Process following submission of the application form

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the office email: office@micklefieldschool.co.uk
- **Monday, 13 December 2021** – All applicants will be informed on whether or not they have been selected for a preliminary interview.
- **Interviews during w/c 13 December** - Interviews and a tour of the Nursery (and School) will take place.
- **January 2022** - Start date.

Micklefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding screening appropriate to the post of Bursar and Clerk to the Governors, including checks with past employers and the Disclosure and Barring Service (DBS), sight of original qualification certificates, satisfactory references and a medical.

