



ST EDWARD'S
PREP SCHOOL & NURSERY



NURSERY ROOM LEADER

CANDIDATE PACK

OVERVIEW

The School

St Edward's Prep School & Nursery has been providing first-class education for children in Reading for over 70 years. Our school has an excellent reputation for the quality of its teaching, small class sizes, academic rigour and the traditional values we encourage in a warm and caring environment. Teaching is tailored to the individual child and, as a result, our pupils achieve great things, academically, on the sports field and in the performing and visual arts. For more information on the school, please visit

www.stedwardsprep.com

Wishford Schools

Wishford Schools is a small, friendly group of schools in the South of England. Our schools aim to provide an excellent education, giving every child the opportunity to shine. Our standards and expectations are high, and our staff and pupils are challenged and supported to give their best. Whilst sharing a common ethos, each of our schools is different and enjoys autonomy, while benefiting from the support and opportunities that membership of our group brings. We invest in the professional development of our staff, providing opportunities for career advancement within the group for the most able of our team. For more information about the group, please visit

www.wishford.co.uk

Letter from the Headteacher

Thank you for your interest in our Nursery Room Leader position at St Edward's Prep.

We are looking to appoint a dynamic and ambitious Nursery Room Leader to join our exciting and growing Little Griffins Nursery. The chosen candidate will have the opportunity to support the development of our Nursery as we open to two-year-olds in January. They will be part of a positive, professional and highly skilled team who will listen to their ideas and value their input.

The ever-growing nursery is set within our highly regarded prep school, and at the heart of its ethos is independent discovery, enjoyment and giving each child opportunities to excel and shine. Located in the centre of Reading West, the Nursery Room Leader will work closely with the Nursery Lead and the Head of Early Years to continue to elevate its position in the community to one of the foremost nurseries in the area. We are looking for full or part time applicants that can commit to full days.

I want to thank you for taking the time to apply for this position and look forward to meeting you soon.

Best wishes,

Jonathan Parsons
Headteacher



KEY INFORMATION

Reports to: Head of Early Years and the Nursery Lead

Hours, Salary & Benefits

Hours: Permanent role, year round
40 hours per week.

Salary: £12.60 - £14.00 ph/£26,208 -
£29,120.00 pa depending on
qualifications and experience.

Benefits:

- 5% employer pension
- Cycle to work scheme and shopping discounts
- 50% staff discount
- Complimentary lunches
- 25 paid days holiday + bank holidays per annum
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L5
- Personal accident at work cover
- Discretionary Christmas stand down

Contact Details

If you have any queries, need an adjustment or would like further information, please do not hesitate to contact

julia.parsons@stedwardsprep.com

St Edward's Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Application Information

Applicants should complete the school's application form and submit this by email to [Julia Parsons, at julia.parsons@stedwardsprep.com](mailto:julia.parsons@stedwardsprep.com), or apply via TES - [link here](#).

There is no need to send us a CV or letter of application as all details are on the form. However, particular attention will be given to any relevant experience and your personal statement that should include information about your approach to guiding and helping young children develop, your reasons for applying and how you are suitable for the role.

Early application is encouraged, as interviews will be arranged as they are received. We reserve the right to interview prior to this date.

The Role

We are seeking a Nursery Room Leader, who will be a key person within our nursery, working within a designated age group, two-year-olds to preschool age - dependent on experience.

The successful candidate will have at least a Level 3 in Early Years Education.

With support and oversight from the Head of EYFS and the Nursery Lead, the successful applicant will be expected to contribute to the successful planning and running of their nursery room, whilst adhering to the Policies & Procedures.

JOB DESCRIPTION

Reports to: Head of Early Years and the Nursery Lead

Organisational Responsibilities

- To uphold and ensure a high standard of care throughout the nursery, and adhere to the school's values and ethos.
- Establish and maintain effective working relationships in the staff team.
- By contributing positively to training sessions and responding professionally to constructive feedback.
- To make and record observations using the Tapestry app.
- To maintain personal contact with parents through meetings, parents' evenings, open days and informal conversations.
- To ensure new children and parents are welcomed appropriately giving due regard to their concerns and questions.

Teaching and Learning Responsibilities

- To provide a safe, friendly, stimulating environment in which the pupils can flourish.
- To provide exciting, interesting learning opportunities and provision for pupils to discover the world for themselves.
- To provide opportunities for fun and enjoyment within the nursery that support in developing each pupils love of learning.
- To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas.
- To follow the EYFS Framework in order to promote the development of the abilities and aptitudes of the pupils.
- To support in the creation of a purposeful learning environment and plan in accordance with nursery procedures.

- To assess and record pupils' progress.
- To liaise with the SEND Teacher regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.
- To consult with specialist subject teachers to ensure the children in your room are progressing in all areas of learning.
- To participate in 'Inset' Days and training courses.

Person Specification

- Early Years Education Level 3 or higher.
- Be professional, polite and positive in all verbal interactions with staff, parents and children.
- Experience within a Nursery or School Setting including some extra responsibility.
- The ability to build positive and meaningful relationships with our youngest children.
- To have a good knowledge of the EYFS Framework.
- An excellent team player excited to contribute to our nursery and the wider school community.
- A confident and sensitive communicator with both adults and children.
- Have excellent organisational and time management skills.
- A good standard of written, oral and IT skills.

Desirable

- Knowledge of Tapestry as a means of tracking pupil progress and communicating with parents.
- Valid Paediatric First Aid Certificate.
- Knowledge/experience of the independent school system.