



RGS  
DODDERHILL

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Early Years Room Lead



# Early Years Room Lead (Outdoor Learning Development)

<b>Start Date:</b>	1 September 2025
<b>Responsible to:</b>	Early Years Lead
<b>Responsible for:</b>	Early Years Practitioners
<b>Location:</b>	RGS Dodderhill (with occasional travel to other RGSW sites)
<b>Working hours during term time:</b>	37.5 hours per week across 4 days
<b>Working hours during published School holiday periods:</b>	40 hours per week across 5 days
<b>Holiday Entitlement:</b>	25 days per year + bank holidays and up to 3 discretionary days between Christmas and New Year
<b>Other Benefits:</b>	Pension, free lunch during term term, free parking, fee discounts, Death in Service, optional Private Medical, Cycle to Work scheme.





## Early Years Room Lead

### Job Description

To lead and manage the Pre-School Room, ensuring a high-quality early years experience both indoors and outdoors. This includes planning, supervising staff, supporting children's learning and development, and promoting a strong outdoor learning provision aligned with the EYFS curriculum.

### Key Tasks and Responsibilities

#### Teaching & Learning

- Lead the planning and delivery of a stimulating curriculum
- Oversee Learning Journeys and child assessments
- Organise and conduct parent meetings
- Ensure compliance with EYFS standards and school policies
- Collaborate in long- and short-term planning
- Use IT to maintain accurate child records

#### Outdoor Learning

- Develop and lead outdoor learning aligned to EYFS.
- Collaborate with staff to maintain a safe and enriching outdoor environment.
- Advocate for and share expertise in outdoor learning.
- Adjust outdoor activities to meet individuals children's needs.

#### Pastoral Care

- Supervise and guide staff, manage the key person system.
- Maintain essential records (attendance, incidents, risk assessments).
- Ensure a safe, welcoming, and professional environment.
- Liaise with parents and external agencies as needed.
- Follow health and safety and safeguarding policies.
- Participate in school INSETs, meetings and events





## Early Years Room Lead Person Specification

### Competencies

- Strong verbal and written communication
- Able to follow guidance and show initiative
- Sensitive and approachable with children and parents
- Team player with a positive and proactive attitude

### Knowledge and Experience

- Recent EYFS experience (esp. outdoor learning) [Essential]
- Knowledge of EYFS curriculum [Essential]
- Team management experience [Desirable]
- Strong IT skills (Word, Excel) [Essential]
- PowerPoint/InDesign knowledge [Desirable]
- SEN awareness [Desirable]
- Independent school experience [Desirable]
- Knowledge of observation and report writing [Essential/Desirable]

### Qualifications

- GCSE Maths & English [Essential]
- NVQ Level 3 in Early Years [Essential]
- Early Years Professional Status [Desirable]
- Early Years Teacher [Desirable]
- Paediatric First Aid [Desirable]

# RGS Dodderhill

## Introduction

RGS Dodderhill is an independent school on the outskirts of Droitwich Spa, Worcestershire, with 180 plus pupils between the ages of 2 – 16 years. Admissions in recent years have been strong with growing numbers joining the School at Nursery, Prep and Senior levels.

RGS Dodderhill is part of the RGS Family of Schools, with RGS Worcester being a fully co-educational senior school in Worcester; and two Preparatory Schools - RGS The Grange (two miles north of Worcester City Centre in the village of Claines), and RGS Springfield (a two minute walk from RGS Worcester in Britannia Square).

## History

Dodderhill School was founded in 1945 as the senior girls' school of Whitford Hall, a well-established prep school located in Bromsgrove. In 1999, Whitford Hall moved to the village of Dodderhill and was known as 'Whitford Hall and Dodderhill School' until 2006. It was then Dodderhill Independent School for Girls. On 30 April 2019, Dodderhill School merged with the RGS Worcester Family of Schools, and is now known as RGS Dodderhill. In September 2021, RGS Dodderhill Prep School became co-educational, whilst the Senior School remains girls from 11 to 16, years with many of the girls then progressing to the Sixth Form at RGS Worcester.

## Facilities

Set within seven acres, the School has superb facilities onsite with first class Music facilities, a Sports hall which is also a Drama and Performance space and specialist Art, Textiles, Food Technology, IT facilities, an Astroturf and extensive grounds. All classrooms are equipped with IT facilities and each member of staff has the use of a laptop computer and iPad. In addition, as a member of the RGS Family of Schools, RGS Dodderhill has access to 50 acres of grounds at RGS The Grange as well as the Worcester International Hockey Centre, which RGS shares via a joint venture arrangement with Worcester Hockey Club.

RGS Dodderhill is supported by an extensive transport network of minibuses which includes a shuttle from Droitwich Spa train station.







## Process of Application - Closing date: **30 June 2025**

All candidates are required to apply via the TES online application form (no CVs will be accepted). RGSW reserves the right to close applications early if suitable calibre apply, candidates may be called early to interview.

RGSW is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with diverse staff. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression and talent that our staff invest in their work represents not only part of our culture, but our reputation and RGSW's achievements as well. In recruiting for staff, we welcome the unique contributions that you can bring in terms of your languages spoken, culture, ethnicity, gender, gender identity, transgender, age, disability, sexual orientation, religion and beliefs. We also want you to achieve your absolute best during the recruitment process. Please let us know of any changes we can make at any point that will help support you in completing an application.

**Rehabilitation of offenders:** This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

Candidates should be aware that if shortlisted, an online search may be conducted as an additional safeguarding check.

The Governors of RGS Worcester are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Registered Charity No. 1120644

**Staff appointed to The RGS Worcester Family of Schools are enrolled in the AVIVA Pension Trust for Independent Schools pension scheme (APTIS), which is a Defined Contribution scheme designed specifically for staff in the independent education sector. Through APTIS, we offer a competitive and sustainable pension package. As your employer, we contribute 10% while your contribution would be a minimum of 3%, ensuring a solid foundation for your retirement planning. APTIS also provides flexibility and benefits tailored to your needs.**

'Welcoming, unaffected and academically on the up and up, while still valuing the breadth of opportunities outside the classroom.'

- The Good Schools Guide





## How to find us

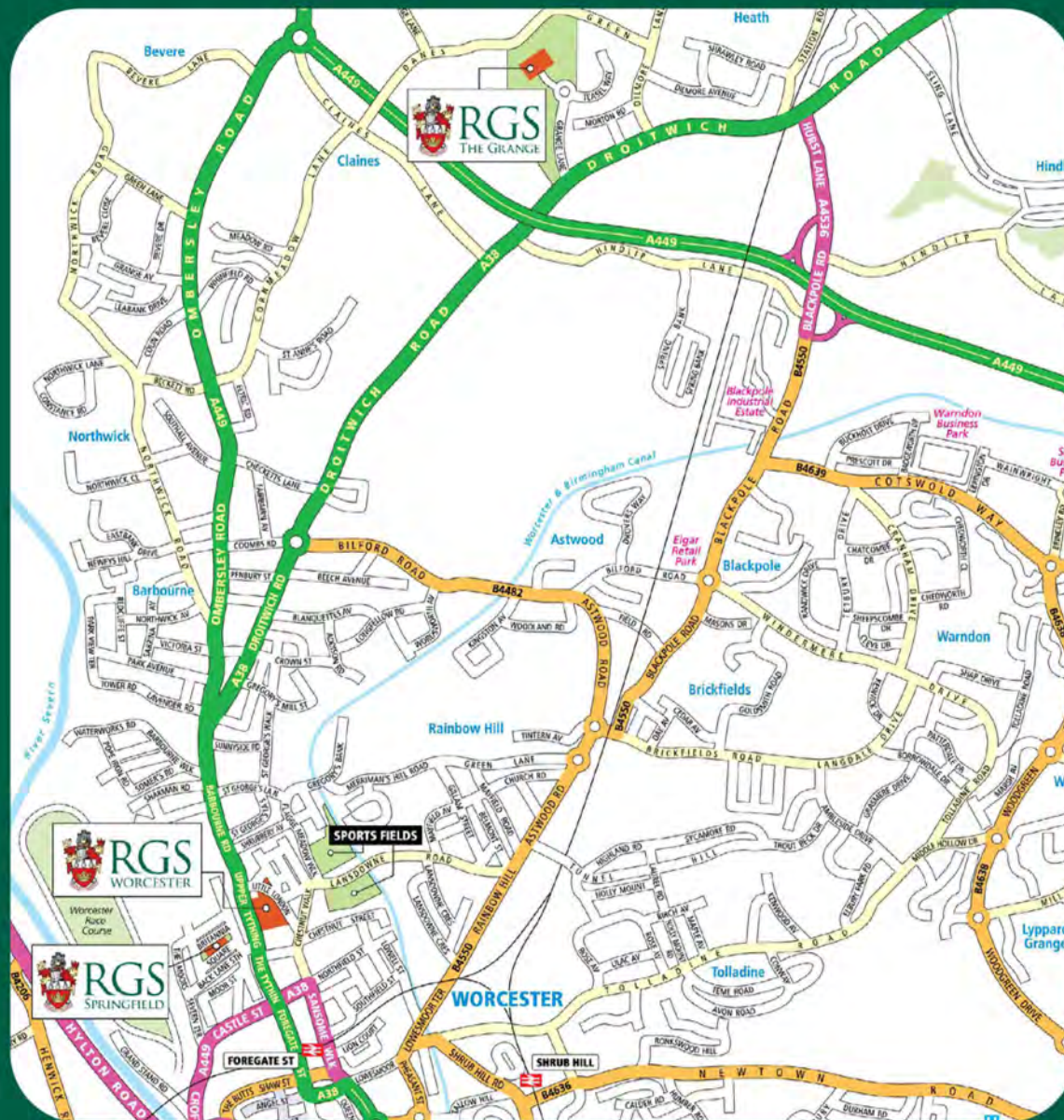
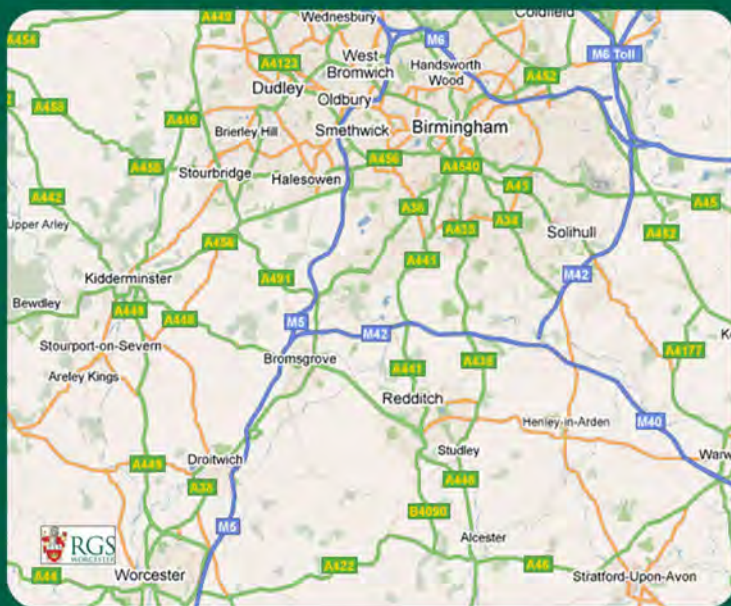
### By Road:

The most direct route is via the M5. Leave at Junction 6 and join the A449. Travel through the first intersection until you reach a roundabout. Take the second exit into Ombersley Road, A449. Travel for 2 miles on this road which leads into Barbourne Road and then Upper Tything, A38. The entrance to RGS Worcester is on the left after the Little London turning.

### By Rail:

The nearest mainline station is Worcester Foregate Street, which has a direct link to London Paddington and regular services to The West and West Midlands.

Exit the station and turn right. Keep to the right hand side pavement and follow the road out of Worcester for 5 minutes. RGS Worcester will be on your right hand side.



RGS Worcester | RGS The Grange | RGS Springfield | RGS Dodderhill

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