



JOB DESCRIPTION

Assistant Early Years Leader

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 300 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Ruspini House opened in January 2010 and is now a well-established, outstanding Pre-School that is heavily in demand, with a healthy waiting list. The vast majority of girls from Ruspini House transfer to Reception in our Prep Department, Cadogan House, at 4+.

Ruspini House is a small, friendly, caring community within the larger RMS family, guided by the same inclusive and nurturing ethos and committed to providing the highest quality education for all children. Our aim at Ruspini House is to encourage curious, persistent, independent learners that confidently seek out new experiences. We recognise each individual child's interests and talents and provide a stimulating learning environment with a wide range of enrichment opportunities to reflect them.

You would be responsible to: The Early Years Leader (Room Leader) and Head of Ruspini House

THE ROLE

You will be required to:

- Be responsible for the children in one of our classrooms.
- Support the Early Years Leaders with the delivery of the Early Years Foundation Stage
- Be part of a rota for Early Club, Late Club and Holiday Camps

JOB SPECIFICATION

The main duties and responsibilities of the post holder include but are not limited to;

- To work within our Early Years Team, supporting the planning and implementation of activities with individual or groups of children; promoting effective teaching and learning.
- To be part of our Early Years Team that provides a purposeful, stimulating environment rich in learning opportunities, both indoors and outdoors.
- To establish positive and sensitive relationships with children within age appropriate expectations.
- Plan inclusive environment and activities that will take into account children's abilities interests, language and cultural backgrounds.
- To meet the physical needs of children, including nappy changing, encouraging good standards of personal hygiene, whilst promoting independence.
- To provide support for the children's emotional and social needs.
- Role modelling high standards in all aspects of the role and personal conduct.
- To support the pre-school's commitment on safeguarding children in all aspects of the pre-school provision.
- To support team to monitor and evaluate children's learning through a range of assessment and monitoring strategies.
- To provide objective and accurate feedback and reports for parents and other professionals on children's achievements, progress and related matters.

- To develop positive and sensitive relationships with parents and carers to support their role in children's learning. Provide constructive feedback on children's progress/achievement, on a day-to-day basis or through parent meetings and written assessments.
- To be proactive in the continuation of your own learning to improve the outcomes for children and their families.
- To have a clear knowledge of and adhere to all Health and Safety Regulations.
- To attend Open Days and meetings as required and participate in training opportunities and performance development.

PERSON PROFILE

The holder of this post will have to;

- Demonstrate flexibility and enthusiasm
- Display excellence in all aspects of care and education
- Understand and have an affinity for the ethos and values of RMS

Experience and Skills

- A minimum qualification of NVQ Level 3 or equivalent
- Excellent communication skills, both written and verbal
- Good level of applied literacy and numeracy
- A thorough knowledge of the Revised EYFS (2017)

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has the following attributes:

- A clear educational vision and commitment to excellence
- Is a strong team player
- An enthusiasm for teaching and a genuine interest in learning strategies
- An interest in the development of young people and their needs
- The ability to form good relationships with colleagues and students
- The ability to see change as an opportunity
- Drive and energy
- A commitment to high standards in personal work
- The ability to work under pressure
- Good organisation and ability to take the initiative
- A record of good health and attendance and smart personal appearance
- Willingness to be involved in extracurricular activities
- Strong attention to detail
- A good sense of humour

TERMS OF EMPLOYMENT

The terms of employment include:

- Your hours of work would be on a rota basis between the hours of 8.00 am – 6:00pm, 8 hours per day, for 49 weeks per year. You will be entitled to 30 days holiday plus bank holidays
- The post holders pay on September 2018 scales is R4 (£9.15 per hour) to R8 (£10.26 per hour) depending on experience and qualifications.
- The opportunity to participate in the Support Staff Pension Scheme
- Free car parking.
- Preferential gym membership.
- School fee discount – subject to terms and conditions of the policy.
- Free lunches when the school's catering facilities are open.

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post 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 Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.