



JOB DESCRIPTION

EARLY YEARS FOUNDATION STAGE PRACTITIONER (Full or Part-time)



The School:

Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Job Purpose:

To lead one of our Nursery classes in our vibrant Nursery which forms an integral part of our Pre-Prep Department. The Nursery forms the foundation block of our happy, thriving co-educational school with excellent facilities and conditions. You will deliver lively, active and inspirational activities to our young children.

Hours of Work:

Full time (8am-6pm Monday to Friday). Part-time Autumn and Spring term hours are 8.00 am – 12.00 pm Monday to Friday and in the Summer term, hours are 8.00 am – 4.00 pm four days a week.

Salary: Commensurate with experience
Start date: 1st September 2022
Reporting line: Headmaster via Head of Pre-Prep



Key Responsibilities

Classroom Teaching Responsibilities:

- To plan, lead and deliver a full and exciting and fun packed curriculum for children in the Nursery which is in line with the school's Curriculum framework and the EYFS Framework.
- To work with colleagues, parents, visitors and children in a professional manner which is conducive to and promotes the agreed aims and values of the school.
- To use and implement all school policies and procedure.
- To prepare and plan appropriate programmes of work for children ensuring that children learn at a level consistent with their ability.
- To provide an effective learning environment which is stimulating, motivating and well organised to encourage the children's independence.
- Ensure a high level of classroom presentation: resources, displays and organisation.
- To assess and record the progress and attainment of pupils in the class in accordance with the school's assessment policy.
- To ensure children receive an active, stimulating curriculum supported by indoor and outdoor play-based activities.
- To participate in professional development activities and take responsibility for own professional development.
- To provide outstanding pastoral care for the children in the class and throughout the school.
- Familiarise self with medical, SEND and needs of children.
- To respect and maintain confidentiality.
- To build a strong, supportive professional relationship with the Teaching Assistant/s assigned to the Class, encouraging them to participate in planning, assessment and reporting.
- Lead off-site trips ensuring attention to school policy and procedure.

General Duties:

- Preparation of resources, including photocopying, art materials, play equipment, cooking ingredients etc.
- To undertake additional duties including Early Morning Club, lunchtimes/playtimes.
- To help and supervise the children at a lunch table each day.
- To lead, or assist with, an extra-curricular activity/ club.
- Ensure classroom and surrounding indoor and outdoor areas are well presented and left clean and tidy.
- Be aware of mini-bus safety.
- To play an active role in the extra-curricular life of the school, including weekend and evening events.

- Attend Admin/ Staff meetings and INSET.
- Attend Cluster meetings and relevant training.
- Assist with children who are taken ill/ have accidents.
- Record all accidents/ first aid in the record books.
- Attend Child Protection and Paediatric First aid training.
- Appreciate the need for flexibility if other members of staff are absent.

All staff are expected to:

- Follow the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.

It is impossible to list every task you may be required to undertake in this job description, and you may be asked to undertake any reasonable duties as may be required from time to time..

Note: This job description will be reviewed annually

Person Specification:

The successful candidate will have experience or be able to demonstrate the following attributes:

Skills and Knowledge

- Experience of working in a school environment or nursery environment.
- Hold at least a Level 3 qualification in Childcare or a Teaching qualification.
- Knowledge of Tapestry (desirable not essential).
- Strong IT skills.
- Excellent interpersonal and communications skills, with the ability to relate well and develop relationships with children and adults, both internal and external to the School.

Personal Attributes

- Clear understanding and belief in the ethos of Twyford School.
- Professional, combined with a warm and approachable personality. Sense of humour.
- Open to new ideas and have the ability to reflect, review, learn and change as appropriate.
- Ability to work independently with initiative and also as part of a team.
- Ability to remain calm under pressure whilst staying within tight deadlines when necessary.

This job description will be subject to regular review and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Updated February 2022

