



## JOB DESCRIPTION

### EARLY YEARS PRACTITIONER



<b>The School:</b>	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.
<b>Job Purpose:</b>	To be a key person within 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.
<b>Hours of Work:</b>	<p>Term time: Monday to Friday 1pm- 6pm, plus an opportunity to work at our Christmas, Easter and Summer Camps.</p> <p>Working hours include INSET days (normally 5 a year).</p>
<b>Salary:</b>	£ dependant on experience and finish time + daily rate for holiday camps.
<b>Start date:</b>	1 <sup>st</sup> September 2022
<b>Reporting line:</b>	Headmaster via Head of Pre-Prep

### **The role of Nursery Practitioner, includes:**

- Supporting the Nursery class to ensure that the practice and provision meets the requirements of the Early Years framework.
- Ensure that pupils receive child-centred, stimulating experiences where learning through play is at the heart of the classroom ethos, indoors and out.
- Creating a triangle of trust between 'Key Pupils' and their family so each child feels known, understood, cared for and safe.
- Providing outstanding pastoral care for the children in the class and throughout the school.
- Working with colleagues, pupils, their parents and visitors and in a professional manner which is conducive to and promotes the agreed aims and values of the school
- Promoting an effective learning environment which reflects the Prime and Specific areas, whilst encouraging pupil independence
- Assessing and recording the progress and attainment of pupils in the class in accordance with the Early Years framework
- Reporting to parents through the form of the daily handover, parent evenings and termly reports
- Familiarising self with medical, SEND and needs of children
- Always respecting and maintaining confidentiality
- Building a strong, supportive professional relationship with the other members of the Nursery team and Pre-Prep
- Participating in professional development activities and taking responsibility for own professional development.

### **General Duties:**

- To undertake additional duties such as lunchtimes, playtimes and wrap around care in accordance with the Pre-Prep rota
- Ensure classroom and surrounding indoor and outdoor areas are well presented and left clean and tidy
- To play an active role in the extra-curricular life of the school, including occasional weekend and evening events
- Attend relevant meetings as required by the Head of Early Years/Head of Pre-Prep
- Assist with children who are taken ill/ have accidents
- Record all accidents and first aid incidents in line with the school policy
- Attend regular Safeguarding and Paediatric First aid training
- To use and implement all school policies and procedures.
- 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 by the Head of Pre-Prep to undertake reasonable duties as may be required from time to time.

### **Person Specification:**

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

#### **Skills and Knowledge**

- Experience of working in a School or Nursery environment
- Hold at least a Level 2 qualification in Early Years Childcare or equivalent
- Knowledge of Tapestry (desirable not essential)
- Secure IT skills
- Excellent interpersonal and communications skills, with the ability to relate well and develop relationships with children and adults

#### **Personal Attributes**

- Clear understanding and belief in the ethos of Twyford School.
- Warm and approachable personality.
- Open to new ideas and have the ability to reflect, review, learn and change as appropriate.
- Ability to work independently with initiative and as part of a team.

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 June 2022*