

Job Description

Nursery Room Leader (1 year fixed-term)

Purpose: To be responsible for classroom management and for the welfare of all the children in the Nursery and to support their learning, and personal, social and emotional development.
To work with and support the Nursery Manager and Deputy in ensuring that children receive the highest possible standards of care and education.

General Duties:

Working within established guidelines to:

- Ensure that the children are safe, secure and happy inside and outside, whilst they are at Nursery
- Lead in the planning and teaching of the Early Years Foundation Stage framework
- Organise time and effectively use creative and practical skills with a range of material resources
- Produce and maintain a welcoming and enabling indoor and outdoor environment, providing a positive context for learning
- Positively interact and support children in their play, fostering their enthusiasm for learning by offering experiences and activities that are challenging but achievable
- Observe, assess and record the children's development, including completion of online learning journeys or similar
- Work as an enthusiastic member of the team in either Pre-Prep or the Nursery, as required
- Maintain strong home/school links with parents and families, to facilitate children's learning and development, by establishing professional relationships
- Play a full part in the life of Nursery and the wider school.

Specific Duties include:

- Assisting with minor incidents or accidents and ensuring that records are updated
- Deputising for the Manager and/or Deputy Manager during short periods of absence
- Reflecting on your practice, incorporate any new initiatives as appropriate and continually evaluate current Early Years thinking
- Developing and implementing 'in-the-moment' planning in line with the Early Years Foundation Stage, including the Characteristics of Effective Learning.

Hours of Work:

The basic hours of work in the classroom will be as per your individual contracts. Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, open days (including some Saturdays) and children's outings.

The Nursery Room Leader should also:

- Evaluate activities and feed back to the Manager and/or Deputy Manager
- Meet regularly with other Room Leaders and Nursery Manager to plan work and to resolve concerns.

Additional Duties:

- 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 and Child Protection 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 School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
 - Any other duties appropriate to the post as directed by your Line Manager

Person Specification

- Experience in similar work in a similar environment, ideally with children aged 9 to 18 months
- NNEB or Level 3 in childcare or Diploma in Early Years
- Good knowledge of EYFS and Early Years practice
- Experience as a Designated Safeguarding Lead is desirable.

Terms and Conditions:

Salary: £9.91 per hour. This is a one year fixed-term contract.

Hours of Work: Monday, Tuesday, Wednesday and Friday 7.45am to 4.15pm, Thursday 9.45am to 6.15pm (40 hours per week), all year round.

Other Benefits: Free meals during working hours when Dining Hall open

Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

St Andrew's Prep Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application Process

To apply, please follow the link below to complete the required online application form:

<https://www.cognitofirms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm>

Alternatively, visit www.standrewsprep.co.uk/contact/employment-opportunities/ and click the 'Apply Now' button.

An up-to-date CV and covering letter evidencing your suitability for the post against the job description and person specification described above may be uploaded with this online application form.

For further information, please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01 323 452239.

The closing date for applications is noon on **Friday 2 July 2021**