# **HAZLEGROVE PREPARATORY SCHOOL**

**PRE-PREP NURSERY PRACTITIONER (MATERNITY COVER)**

**Information for Candidates**

**INTRODUCTION**

Hazlegrove is a thriving South West Co-Educational Prep School. Pupil roll is around 380 with 70 full boarders. Based around an 18th century house and set in 200 acres of parkland, the school enjoys outstanding facilities. Around 30 staff live on site.

Hazlegrove Prep School had a Regulatory Compliance Inspection in September 2018 conducted by the Independent Schools Inspectorate (ISI).  The school met all the Independent School Standards, the National Minimum Standards for Boarding Schools and the relevant requirement of the statutory framework for Early Years Foundation Stage (EYFS).

The school is committed to continued improvement, to outstanding teaching and to a structured and supportive environment with the belief that learning is best achieved when pupils feel understood, happy and safe.

**JOB DESCRIPTION**

Title of Post: Pre-Prep Nursery Practitioner

Responsible to: Head of the Pre-Prep

Responsibilities:

* Ensure the physical and emotional security of the children.
* Bring to the attention of the Head of Pre-Prep any child who is causing concern.
* Ensure the behaviour policy is followed.
* Assist in supervising play and mealtimes.
* Assist the children in all aspects of the school day, including swimming in the pool.
* Ensure, through gentle guidance, that the children move around the grounds sensibly and in an orderly way.
* Support the children in their learning, under the guidance of the Lead Nursery Practitioner, recognising the specific needs and abilities of the children.
* Administer first aid when necessary, ensuring records are kept up to date, and all relevant adults informed. Paediatric First Aid training will be provided if not already held.
* Carry out any routine and administrative duties as outlined by the class teacher.
* Provide a good role model for the children, showing empathy, love and care.
* Support the children with their toileting, including changing nappies.
* Communicate with colleagues, parents and responsible adults courteously and professionally, ensuring all relevant adults are kept informed, and all record-keeping systems adhered to.
* Dress in an appropriate manner in accordance with the school dress code, and in an appropriate way for physical activities.
* Be directly involved in before and after-school activities.
* Attend any INSET as required by the school.
* Undertake any duties reasonably required by the Head of Pre-Prep.
* Accompany classes on school trips as required.
* Adapt willingly and professionally to changes and initiatives.
* Undertake After School Duties.
* Support occasional whole school events out of school hours.

In addition, Early Years Classroom Assistants will fulfil the following duties.

* Be allocated key children, supporting their individual needs through observation, direct contribution to planning next steps, and direct contribution to learning journals, including Tapestry.
* Share the on-going upkeep of Nursery equipment and keeping relevant records.
* Undergo supervisions (observations) by the Lead Nursery Practitioner or Head of Pre-Prep, as required.

**Safeguarding and the Welfare of Children**

King’s School, Bruton, is totally committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at King’s are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.

The following duties are ones which all staff are required to perform:

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* Observe health and safety procedures and work safely at all times;
* Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
* Hazlegrove Preparatory School is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.
* The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.
* Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the school in line with School procedures.

**PERSON SPECIFICATION**

Applications welcome from candidates with a full and relevant Level 3 qualification. A secure understanding of the EYFSP and good I.T. skills are essential. Experience in using an online learning journal e.g. Tapestry is highly desirable.

**SAFEGUARDING THE WELFARE OF CHILDREN**

During the interview process, candidates should expect to be questioned about issues that are relevant to safeguarding children. Candidates should also be aware that referees will be asked to comment on a candidate’s disciplinary record and whether or not the candidate has been the subject of any child protection concerns.

The successful candidate will be subject to DBS (Disclosure and Barring Service) and other safer recruitment and pre-employment checks.

**FURTHER DETAILS**

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| **Hours of Work – Full Time** | You will work 43.5 hours each week during the School’s term time (35 weeks). This consists of 1 day working from 8:00am - 4:00pm, 2 days working from 8:00am - 5:00pm and 2 days working from 8:00am – 6:00pm. There is a 30-minute unpaid lunch break each day.  |
| **Salary** | The pro-rata salary will reflect skills and experience of the successful candidate according to the NNEB salary scale. |
| **Holiday** | You will be entitled to the pro-rata equivalent of 5.6 weeks’ holiday which includes bank holidays. Holiday must be taken outside of term time. |
| **Pension** | The School offers a contributory Pension Scheme.  |
| **Probationary Period** | The post is subject to 12 weeks’ probationary period. |
| **Notice** | You will be required to give one months’ notice. |
| **Lunch** | When catering services are in operation, lunch is provided. |
| **Sick Pay** | Membership of the School’s Support Staff Sickness Scheme. |
| **Parking** | Free parking available for staff on the site. |
| **Fee Remission** | The School offers pro rata fee remission for those staff whose children are educated in the Foundation (both Hazlegrove Reception to Year 8 and at King’s Bruton Years 9 to Year 13). This is non-contractual. |
| **Other Benefits** | The School offers a Death in Service Benefit, a generous Occupational Sick Pay Scheme and an Employee Assistance Programme. |

**APPLICATION PROCESS**

Completed application forms should be emailed to the HR Department at Hazlegrove recruitment@hazlegrove.co.uk as soon as possible.