



St Michael's Prep School
The Joy & Wonder of Learning



Full Time Early Years Practitioner

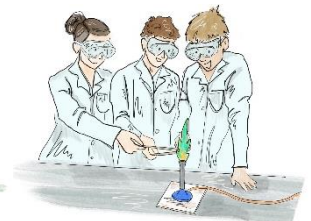
40 hours per week, 8am to 4pm
Monday – Friday
(Term Time plus INSET days – 34 weeks)

Salary:
£18,673.44 per annum
(24,605.00 FTE)

Application deadline:
Monday 5th June 2023
at 9.00am

Start date:
As soon as possible

Interviews:
w/c 12th June 2023





Working at St Michael's Prep School

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the Independent Schools Inspectorate (ISI) in the last inspection. We have recently celebrated our 150th anniversary and provide a wonderful learning environment to approximately 480 children aged 2-13, enjoying a beautiful location, overlooking one hundred acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active, and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

We have an exciting opportunity to take on the role of **Full Time Early Years Practitioner** who will be working as a part of dynamic team providing the best care and the most wonderful play experiences for our Early Years children. We are looking for an organised, creative individual who loves enabling the children to access all areas of learning through play. The successful candidate will have an interest in how learning builds into success for our children going forward. Our Pre-Prep staff are committed to giving our children the best start in their education.

We can offer you:

A first-class working environment within a welcoming team, modern and well-maintained IT infrastructure; a teacher laptop (where appropriate); supportive colleagues; competitive salary; small class sizes; free meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment in the teachers' pension scheme (TPS) for teaching positions, and our support pension scheme for all other staff (both subject to scheme criteria) and opportunities for continuous professional development.

We believe in providing a rounded education where children can pursue their passions, challenge themselves and enjoy a creative and innovative curriculum. We are continually looking for ways to improve our curriculum and facilities, making them more vibrant, inspiring and in step with our ever-changing world.

Our school motto: perseverantia, sapientia, gratia (perseverance, wisdom, and gratitude) encapsulates our ethos of striving for success and using our skills to make a difference. These values are instilled daily throughout the St Michael's journey for our pupils, and we strongly believe that to teach our children about the importance of life-long learning, we must first model this ourselves.

St Michael's actively manages the inclusion of its people and values diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.





If you would like to apply for this role, please send a completed staff application form (teaching application for teaching roles and the support application for all non-teaching staff) and equal opportunities form. All forms are downloadable from our website together with a covering letter all in **word or PDF format**, explaining why you are the ideal candidate for this role to:

Carol Hughes, HR Manager at:

recruitment@stmichaels.kent.sch.uk

Enquiries and informal visits welcome

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with previous employers, online presence checks and and Enhanced Disclosure and Barring Service check.



Job Description – Early Years Practitioner:

Purpose of job:

To work with and support the Pre-Prep staff in all aspects of the school life to develop and maintain the outstanding provision of St Michael's Prep Early Years. Ensuring the smooth day to day running of the Nursery and offering support and care to children and their families, ensuring the well-being, happiness, and success of each child in an Early Years setting. The role will enable you to promote children's independence and self-esteem through enabling their success.

Line Manager:

Head of Pre -Prep

Responsible to:

- The Head
- The Governing Body
- The Deputy Heads

Other key relationships:

- External agencies
- Deputy Head of Pre-Prep
- Head of Pre-school

Key responsibilities:

- Contribute to and ensure the development, planning, implementation and evaluation of an appropriate play/care curriculum which meets the needs of children and their families
- Prepare materials to support children with their learning
- Act as a key worker for a specific group of children
- Carry out intimate care duties (changing nappies as required and to assist with toilet training)
- Feedback to colleagues and parents all achievements and any areas of concern appertaining to the child
- Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs
- Maintain displays of children's work in and around the classroom areas
- Ensure that all aspects of regulation and guidance are met, and that school policies and procedures are followed
- Take an active role in the safeguarding of children at Pre-Prep at all times



- Take part in regular team meetings
- Work with parents and other professionals to ensure appropriate care and support for individual children
- Ensure the health, safety and wellbeing of children attending St Michael's through the application of risk assessments, fire drills and health and safety procedures
- Maintain accurate records on the children in your care
- Participate in ongoing training and development
- Be aware of issues of confidentiality & GDPR
- Maintain a positive ethos within the Pre-Prep and employ positive behaviour management strategies as appropriate
- Maintain effective and appropriate communication with colleagues, parents and children
- Develop and maintain a range of resources appropriate to children's ages and stages of development
- Maintain high standards of food hygiene at all time
- Update children's progress on Tapestry
- Ensure safe handover of Early Years children after school and at the end of the day
- The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.





Person Specification:

Overview

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Qualifications:

- Eligible to work in the UK
- Relevant Early Years qualifications, NVQ3 or above
- Strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)

Desirable Qualifications:

- Level 1 Safeguarding Training (this can be facilitated by the school if not held)
- First Aid / Paediatric First Aid Certificate (this can be facilitated by the school if not held)
- Food Hygiene Level 1 Qualification (this can be facilitated by the school if not held)

Essential Experience:

- Experience of working with Early Years children
- The ability to form and maintain suitable relationships and personal boundaries with children
- The ability to instil confidence in parents about the care of their children

Desirable Experience:

- Use specialist curricular knowledge to support all children's learning

Personal attributes:

- Excellent communicator with a broad range of people from Early Years children through to parents and staff
- Strong team worker
- Flexible approach to work and activities
- Sympathetic with the Christian ethos and values of the school

