

Early Years Practitioner – maternity cover

About Our School

Set in beautiful grounds in the village of Hawkurst in Kent, Marlborough House is a country Prep School for 2 ½ to 13 year boys and girls with a distinctly family feel; small enough for everyone to be known and cared for whilst still being bold and ambitious for the future. We believe strongly in allowing the children to develop values and character alongside an exciting Academic, Creative and Sporting Curriculum.

Our pupils move onto senior schools at either 11 or 13 – there is a proud track record of success to Cranbrook at 11 as well as a range of independent senior schools at 13.

We know our staff are our greatest resource and we are committed to employing inspirational teachers who have passion, drive and vision with the overall aim of giving each child at Marlborough house confidence, determination and a willingness to try new things.

Our website www.marlboroughhouseschool.co.uk will give you a flavour of life at Marlborough House as well as some useful information.

All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report concerns to the Designated Safeguarding Lead.

About the role

We are seeking qualified (minimum Level 3 or equivalent) and enthusiastic Early Years' Practitioners to join our happy and successful team on a fixed term basis, due to maternity cover.

The successful candidate will work as a member of the Early Years team under the daily supervision of the Head of Nursery, and the overall direction of the Head of Pre-Prep, in promoting the education, care, health and general welfare of the children in the Nursery.

Cheerfulness, enthusiasm and energy are vital qualities for this post, as are patience and adaptability. The ability to work well with children and to be able to form good relationships with colleagues and parents alike is essential.

Hours will be 8.00am to 4.00pm Tuesday and Wednesday, and 8.00am to midday Thursday during term time. Additional attendance will be required from time to time for events such as training days, Open Days, social events for new parents and Prizegiving.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children.

Please refer to the job description and person specification below.

Outline Terms and Conditions

Period of employment: This is a fixed term maternity cover position starting in either November 2021 or January 2022.

Salary: Salary will be according to the Marlborough House pay scale and will be 0.5 of the Full Time Equivalent. The School will comply with its legal obligations in relation to the provision of access to a pension scheme. Lunch is provided during term time.

Working hours: This is a part-time position, working 8.00am to 4.00pm Tuesday and Wednesday, and 8.00am to midday Thursday during term time. This equates to 0.5 of the Full Time Equivalent. Staff at Marlborough House play a full part in the life of the school, offering extra-curricular or other activities. Additional attendance will be required from time to time for events such as training days, Open Days, Prize-giving, and School events.

Pre-employment checks: Marlborough House School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers, and Disclosure and Barring Service.

How to apply

Please complete both required application forms which can be downloaded from the School website www.marlboroughhouseschool.co.uk/staffvacancies and return, electronically (**in MS Word format please**) to recruitment@marlboroughhouseschool.co.uk or by post to the school in an envelope marked RECRUITMENT.

Please note that only applications that are on the School's application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

Closing date for applications: 5pm on Tuesday 19th October 2021

Interviews: Initial interviews will take place Wednesday 20th and Thursday 21st October 2021

Required Start Date: either November 2021 or January 2022.

Early Years Practitioner

Job Description

MAIN AREAS OF RESPONSIBILITY:

The Early Years' Practitioner plays a vital pastoral and academic role in the school caring for children who are receiving their education at Marlborough House. This role is an essential part of the team and their contribution to the ethos of the school is valued and respected. The practitioner will need to work closely with the Head of Nursery in performing this role and will be given every encouragement and assistance to fulfil the various duties and responsibilities.

RESPONSIBLE TO:

The Teaching Assistant will report to the Head of Pre-Prep, working under the direction of the Head of Nursery.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To understand and deliver the EYFS curriculum under the guidance of the Head of Nursery and to support the learning and participation of pupils in all curriculum areas.
2. To carry out regular observations and record these as instructed.
3. To continually liaise with the Head of Nursery and other EYFS practitioners.
4. To act as a role model to the children in the Nursery and encourage high standards of behaviour with particular attention paid to our School values.
5. To assist in ensuring the setting is stimulating through relevant displays and resources and maintain an attractive working environment.
6. To ensure that furniture and play equipment is kept in a good state of repair and to support with general housekeeping issues.
7. To encourage the children to develop a sense of responsibility especially when supervising play and to liaise with other staff as necessary as regards any specific problems which pupils are experiencing when in your care.
8. To carry out break duties and lunchtime supervision daily and to attend staff meetings and INSET when required.

9. To take responsibility for contacting the relevant member of staff in the event of a problem (i.e. first point of contact to be the Head of Nursery, then Head of Pre-Prep. In matters of first aid, contact Matron, Head of Pre-Prep, other Pre-Prep trained First Aider). In matters of Safeguarding contact the Designated Safeguarding Lead.

10. To follow the Safeguarding procedures for all children and to ensure their safety and welfare.

Other

- To be aware of and adhere to the school rules, policies and procedures
- Events
 - Attending other school events / functions as directed by the Head of Pre-Prep
- General
 - Perform any other duties as commensurate with the post that the Head of Pre-Prep or Nursery Leader may reasonably ask them to perform from time to time
- Confidentiality
 - During the course of employment staff will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation
- Data Protection
 - During the course of employment, the post holder will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.
 - Ensure all necessary student records and notes are kept up to date on SIMS, including SEN and medical information, and ensuring compliance with the School's policies on data protection.

October 2021

Early Years Practitioner

Person Specification – Attributes and Experience

The successful candidate will ideally possess the following key attributes and experience. ‘Essential’ criteria are those which candidates will be expected to meet in full.

Personal Skills	Essential (E) / Desirable (D)
• Discreet and sensitive to the needs of children and parents	E
• Keen to support children to achieve their potential	E
• Cheerful and enthusiastic	E
• Capable, organised and flexible in approach	E
• Self-motivated and able to take on additional responsibility as required	E
• Supportive to the values and aims of the school and department	E

Practical /Professional Skills	Essential (E) / Desirable (D)
• Aptitude in English and Maths	E
• Creative	E
• ICT literate	E
• Willing to learn and develop	E
• Show discretion and sensitivity to the needs of children	E
• Able to use tablet / iPad	D

Qualifications	Essential (E) / Desirable (D)
• Level 3 or equivalent	E
• First aid qualification	D

Experience	Essential (E) / Desirable (D)
• Working within an EYFS setting	E
• Knowledge and / or experience of EYFS curriculum	E
• Familiar with tracking pupil progress	D
• Working with SEND children	D

Other	Essential (E) / Desirable (D)
• Shares the school’s commitment to providing a safe learning environment where safeguarding children’s welfare comes first	E
• Committed to following statutory guidance in ‘Keeping Children Safe in Education’.	E
• Willing to become involved in the life of the School as a whole	E