



# Barrow Hills

## SCHOOL

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### Job Description – Nursery Practitioner, Early Years (Fixed term contract)

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#### Overall Purpose

To contribute to the day-to-day care and education of children in our Early Years setting.

Reporting to: Head of Pre-Prep

Location: Barrow Hills School

Direct reports: Nil

Hours of work: Either Full-Time (8.00am to 4.30pm) or negotiated for Job Share. Term time only.

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#### Mission Statement aims and ethos

Our aim at Barrow Hills is to inspire happy children.

Children at Barrow Hills are growing to be... **Curious** about everything; and **brave** when meeting new challenges. **Scholarly** in the way that they learn and in their love of learning. **Compassionate** towards others, in the School and in the wider world. **Generous** of spirit, and in sharing their time and their gifts; and **joyful** in their appreciation of their families, their friendships, their School and the world. **Truthful** and true to themselves, and **responsible** in what they say and in what they do.

The underlying ethos is that of a Christian Education: educate the whole child, discover and develop their talent and celebrate this in the School community.

*Our goal is to ensure that children at Barrow Hills*

Work productively and creatively in a nurturing and safe environment

Experience the positive challenge of a far-reaching, ever evolving curriculum

Enjoy finding what they do best and making it better still

Actively contribute to the School and the wider community

Grow to have strong, moral character through living Christian values

The posts 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 Policy 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 one of the school's child protection officers. For EYFS and Years One and Two this is the Head of Pre-Prep or Deputy Head.

The role of the practitioner is to work positively and proactively within the Pre-Prep staff team, assisting in any duties required, to ensure that all children receive the highest standards of care and education.

#### A Practitioner in Early Years must achieve:

- High standards of care and education;
- Compliance with all regulatory requirements;
- Positive working relationships with other staff, parents and carers;
- Ensure other Early Years staff feel supported in their roles.

#### Responsibilities

- Be available to work in any areas of Pre-Prep as directed by the Head of Pre-Prep.
- Actively participate in the planning of activities to suit the children's needs and stages of development, supporting and promoting individual and group learning.
- Actively participate in developing displays and ideas for effective working practice within the setting.
- In the absence of the group/class leader, show willingness to maintain the smooth running of the setting by working effectively with the Pre-Prep staff team.
- Promote high standards of quality within Early Years in respect of the environment, resources and experiences offered to children.
- Provide professional and relevant feedback to parent/carers about their child.
- Ensure that the recommended staff/child ratios are maintained at all times.
- Ensure that all learning journals and other records of development and learning are fully and accurately maintained and communicated to parents.
- Ensure that planning meetings take place regularly.
- Ensure that practice and provision in Early Years meets the requirements of the Early Years Foundation Stage.
- Take on the responsibility as a keyworker and ensure that keyworker procedures are effectively implemented.
- Support the development of good practice with regards to special needs and inclusion.
- Promote the school's Early Years setting, Nursery, Kindy and Reception to both potential and current parents.
- Adhere to all Barrow Hills School policies and procedures.
- Undertake any other duties as reasonably requested by management.
- Attend staff meetings, training days as and when required.
- Ensure confidentiality is maintained at all times.

#### Health and Safety

- Undertake a shared responsibility for health safety and cleanliness in Early Years.
- Adhere to all health and safety policy and procedures and report concerns to the management team.
- Be fully aware of all emergency and security procedures.
- Undertake paediatric first aid training as and when necessary.

### **Person Specification**

#### Essential

- Level 3 Early Years qualification or working towards
- Driven to ensure that Barrow Hills is a safe and happy place for staff and children.
- A reliable and adaptable team player.
- Personal warmth, good rapport with children, parents and colleagues
- Smart, professional appearance and manner.
- High levels of personal and professional integrity.
- High degrees of self-confidence, personal energy and dynamism.
- Good organisational skills.

- Confident use of ICT.
- Confident oral and written English skills.
- Commitment to best practice in pastoral support and ensuring children's welfare
- Strong support for the ethos of the School.
- Willingness to develop one's practice and skill set.

#### Desirable

- Qualified in paediatric first aid.
- Knowledge of Tapestry or a similar platform that provides home-school communication.

**Terms and Conditions:** Barrow Hills School has its own salary scale, which provides generous remuneration. Children of staff may be educated at Barrow Hills School as day pupils or at our partner school King Edward's Witley at a very significantly reduced rate of fees, subject to household means-testing.

### **Further Information**

#### **Barrow Hills School (BHS) (IAPS, 2 – 13)**

Set in 33 acres with excellent facilities, BHS is a co-educational, Christian, day school for around 200 children aged 2-13.

In 2015 BHS became the second school of the Bridewell Royal Hospital Foundation. This exciting merger of their governing charity with the Bridewell Royal Hospital brought closer ties to King Edward's Witley. It allows for the possibility of continued education from nursery to university across the two schools and, on a practical basis, allows the children at Barrow Hills to access facilities beyond the reach of most stand-alone preparatory schools.

Within the family of two schools, however, Barrow Hills continues to be an autonomous preparatory school preparing children at 11+ and 13+ for a broad range of senior schools, including King Edward's.

Further details of both schools are to be found in the Independent Schools' Year Book or on their respective websites: [www.kesw.org](http://www.kesw.org) and [www.barrowhills.org](http://www.barrowhills.org).

**Child Protection:** Barrow Hills School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.*

*This job description will be reviewed as appropriate in consultation with the post holder.*