



**Reporting to:**

Head of EYFS and Head of Pre-Prep

**Job Purpose:**

- To provide a high standard of physical, emotional, social and intellectual care for children within the setting.
- To work as part of a team in order to provide an enabling, engaging environment in which all individual children can play, develop and learn at their own pace.
- To build and maintain strong partnership working with parents to enable children's needs to be met.

**Main Duties:**

- To effectively help to deliver the EYFS curriculum ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life, in close conjunction with the Nursery Teacher.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To identify children's needs through observation and tracking alongside the Nursery Teacher.
- To carry out observations to support the teaching objectives within the provision.
- To support the nursery teacher by ensuring the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise the Nursery Teacher of any concerns, e.g. children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. inset training, weekly staff meetings.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleaning of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To actively support the school equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.
- To maintain confidentiality and comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To administer first aid to children and record accidents as necessary.

This job description will be reviewed on an annual basis and may be subject to change in consultation with the post holder.

### **General**

The post holder may be 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 general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

### **Safeguarding and Child Protection**

The post-holder's responsibility for promoting and safe-guarding 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 and Child Protection 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 of welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

### **Procedure for Application**

Applications should be made using the application form available together with a covering letter (no more than a page) and posted to the Headmaster, St. Michael's Preparatory School, La Rue de la Houguette, St. Saviour JE2 7UG by Friday 14 May after which references may be taken for those candidates considered for the shortlist.

Failure to use the correct application form or to attach a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone prior to noon on Monday 17 May.

Interviews will be held in the afternoon of Saturday 22 May (from 13.00) and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work on 1st September 2021.