



# St. Aubyn's School

*Bravely, Faithfully, Happily*



## Nursery Teacher

**Full time, 1 year fixed term contract**

**Start date: September 2024**

An exciting opportunity has arisen for an energetic and enthusiastic EYFS Nursery Teacher to join our team here at St Aubyn's. During our selection process applicants will be required to demonstrate their:-

- commitment to high standards of teaching and learning.
- excellent classroom practice, able to inspire and motivate our children to achieve their full potential.
- desire to take any opportunity to improve their practice and to develop their own career.
- ability to work as a team member, supporting the ethos, aims and vision of the School.

The successful applicant will join a friendly, enthusiastic, hard-working team, who consistently strive to improve teaching and learning, and continue to raise standards. Benefits include reduced school fees, free car parking and lunches.

For a full job description and to apply please visit our website [www.staubyns.com](http://www.staubyns.com) (CVs alone not accepted).

**Closing Date: 11.59pm, Sunday 2<sup>nd</sup> June 2024**

***We reserve the right to appoint at any time within the advertising period***

*The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and the successful applicant will be subject to appropriate child protection screening including an Enhanced DBS check.*

St. Aubyn's (Woodford Green) School Trust  
A company limited by guarantee

Registered in England and Wales No. 1218766 Charity No. 270143  
Registered address Bunces Lane, Woodford Green, Essex. IG8 9DU

## Job description

<b>Job title</b>	Nursery Teacher
<b>Department</b>	EYFS
<b>Reports to</b>	Head of Pre-Prep, Headmaster
<b>Line manages</b>	n/a

### Job summary

To provide excellent opportunities for development of Nursery age pupils. To ensure care and the maintenance of a safe and stimulating learning environment. To establish and maintain positive links with parents and professionals working within and beyond the school.

### Key duties and responsibilities

- Contribute to the running of an excellent Nursery.
- Contribute to the core values of the school, attending regular INSET and other training opportunities.
- Provide a safe, stimulating and nurturing classroom environment that helps pupils to develop as learners.
- With direction from the Head of Pre Prep and EYFS, plan and prepare a full and balanced range of learning activities.
- Teach engaging and effective sessions that motivate, inspire and improve pupil attainment.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- Use regular assessments to monitor progress and set targets in line with School and National requirements.
- Respond accordingly to the results of such monitoring
- Ensure there is provision of learning support and extension, (in conjunction with the Head of Pre-Prep and Head of Additional Learning)
- Ensure that all pupils make continuing progress towards achieving expected levels.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications. Issue weekly newsletters.
- Support contacts with registered and prospective parents (e.g. when parents tour the School and on Open Days).
- Responsibility for the organisation and support of nursery nurses and teaching assistants, as well as other staff who work with Nursery children from time to time.
- Attend departmental meetings.
- Ensure that staff carry out regular assessments of their Key Person groups.
- Undertake the main professional duties as outlined in the Teacher's Job Description.
- Maintain and promote appropriate professional links to sustain the development of the Nursery.
- Undertake training to sustain personal performance and for further professional and career development and attend Departmental meetings.

### **Safeguarding**

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young persons they are responsible for, or come into contact with and regularly discuss concerns with the DSP

### **St Aubyn's policy and procedure**

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

## Person specification

<b>Job title</b>	Nursery Teacher
<b>Department</b>	Pre-Prep & EYFS

Criteria
<b>Qualifications</b> Qualified teacher status (E)
<b>Experience</b> Recent experience of working effectively with pupils in the Foundation Stage and Early Years (EYFS) setting. (E) Evidence of continued improvement of teaching and learning through providing a safe, stimulating and nurturing classroom environment that helps pupils to develop as learners. (E) Have had experience of mentoring staff and identifying areas for professional development (D)
<b>Knowledge and skills</b> The ability to comply with policies and procedures related to child protection and health and safety. (E) Up to date and current knowledge of the EYFS curriculums. (E) An understanding of what constitutes as high quality provision for this age group. (E) An understanding and commitment to equality of opportunity for all pupils. (E) Effective behaviour management, with clear boundaries, sanctions, praise and reward. (E) Has an understanding of how the emotional health of a child is important and impacts on learning. (E)
<b>Aptitudes</b> A commitment to safeguarding and welfare of all pupils. (E) A respect for all pupils' individual differences. (E) A cheerful, friendly and enthusiastic personality. (E) A positive outlook. (E) An effective team member, who can also use initiative and work on their own. (E) Good communication skills. (E) A commitment to regular and on-going professional development and training to ensure outstanding practice. (E)

Empathy for children and their families. (E)

Punctuality and commitment to the school. (E)

A commitment to ensuring that all St Aubyn's pupils meet their potential. (E)

The potential to offer or support an after-school activity in an area of interest. (E)

An appreciation of the School, its tradition and history (E)

E = Essential for post

D = Desirable

April/2024

