



Barfield School

Post: Nursery Key Person (All Year Round)

Responsible to: Nursery Manager

Job purpose: To develop and deliver top quality education and care to Barfield Pre-Prep children, reinforcing good practice and upholding good standards of behaviour.

Barfield School Values

The successful candidate will embrace and embody the Barfield School Values:

Family Ethos	Everything we do well is centred around our family ethos and understanding of the children and families. Children and parents feel supported throughout their whole Barfield journey and we look after the children as if they were our own.
Courageous	We have the courage to show the children that it is good to work outside of their comfort zone, introducing new ideas and embracing challenges that are put in front of them. We are forward thinking in everything we do as we look to provide the best possible opportunities for everyone at Barfield. Change is something that is encouraged.
Inspirational	We come into school with the hope of inspiring the children to set their ceiling even higher than it was the day before. We employ passionate teachers who are keen to share their knowledge and expertise to allow each child to flourish in whatever area of school life he/she so desires.
Holistic Education	Our commitment to a holistic education is outstanding and we know how important it is to educate the children both inside and outside of the classroom. Pupil wellbeing and happiness are of paramount importance as we ensure the children have the necessary skills to embrace the real world and the inevitable challenges they will face.
Diversity	We are incredibly proud of all of our children and support them in any pursuit or dream they may have. We embrace individuality and love that no two Barfield children are the same. We are open-minded in our approach to education and respect other people's opinions and ideas.

Key Responsibilities:

1. Teaching

- To assist the Classroom Lead in the preparation of, within the EYFS Framework, activities with pupils to foster their intellectual and social development and the organisation of activities of individuals or class of pupils, to ensure their safety and to facilitate their physical and emotional development
- To assist the Classroom Lead in the teaching of lessons, by taking groups or individuals to carry out a directed task, as directed by the Classroom Lead
- To assist the Classroom Lead in the organisation and arrangement of the activity rooms and outside learning area, including classroom displays
- To take responsibility for the assessment, recording and reporting of pupils through observation, collating photographs and uploading photographs to class files and to contribute to Learning Journeys and Reports
- To motivate pupils and encourage them in their learning by engaging with them through conversation, interaction and praise

2. Welfare

- To take an active role in supporting the physical needs of individuals, such as changing nappies and generally supporting children who may be poorly or injured.
- To promote pupil inclusion in the school community

3. Administration

- To be aware of and uphold school policies and procedures including those relating to staff confidentiality, Health and Safety, Child Protection and EYFS Welfare Requirements.
- To abide by the Staff Handbook
- To report progress and development of pupils during that day to parents on a daily basis

4. Additional Duties

- Take an active role in supporting the physical needs of pupils, including supporting children who may be injured or poorly by taking them to the First Aid Room
- Attend all appropriate staff Inset sessions, as requested by the Headmaster
- Keep up to date with current practice through attending courses and 'Twilight Workshops' as agreed with the Nursery Manager
- Attend and contribute to weekly EYFS staff meetings
- Attend weekly meetings with the Classroom Lead to discuss observations and next steps for pupils
- Attend and contribute to presentations to parents as required
- Carry out weekly staff duties as directed by the Nursery Manager or Head of Pre-Prep
- Attend Open Mornings and other promotional events, as directed by the Head of Pre-Prep
- Take a full part in the life of Barfield School, contributing to the planning of and leading extra-curricular activities

Duties

This job description covers the principal tasks required for the Nursery Key Person. It is not necessarily a complete list of everything required for the full professional discharge of duties. The duties outlined in this job description may be modified with your agreement, to reflect or anticipate changes in the job.

Person Specification

The School is looking to appoint a person with teaching experience who would relish the opportunity to play a significant part in the future success of this highly regarded independent Prep School.

Essential Criteria

- NVQ Level 2 or 3 Early Years qualification
- Suitable knowledge of the EYFS Framework or willingness to attend training
- Experience of working in a school, especially with EYFS aged children
- Computer literacy in all main programmes
- Data handling and presentation
- Excellent communication skills
- Experience in communicating with staff, parents and pupils
- Exceptional organisational skills
- Ability to motivate and support colleagues
- Ability to see the broader picture

Desirable Criteria

- Experience of working within the EYFS Framework
- Experience of Tapestry
- Experience of using iSAMS
- Experience in delivering Teaching Assistant requirements

Salary, Hours and Benefits

This is a full time, **all year round role**, on a fixed term contract until 31st August 2022. The possibility of extending this employment period is highly likely and will be reviewed later in the academic year

Please note that all year round staff are entitled to 28 days of holiday to be taken throughout the year.

The successful candidate will be expected to attend Inset Days, Open Days and other evening and weekend events

The salary will be competitive but dependent on the experience and qualifications of the successful candidate

A free staff lunch is provided

Start date – September 2021

How to apply

Please send a completed application form, and a covering letter, to Sarah Grantham by Wednesday 5th May at 9am.