

# King's House School

## Nursery Practitioner

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### General Information

King's House School was founded in Richmond in 1946 and has been a boys' prep school from that time on. The school operates on three sites in or around King's Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for boys from Year 4 to Year 8) is at 68 King's Road, the Junior Department on its own site just down the hill, and the relatively new Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge.

Most boys join the school in the Nursery (which is co-ed) or Reception but there are small intakes at Years 3, 4 and 7. Boys stay until 13 when they move on to a wide range of day and boarding schools, a number each year gaining scholarships.

The Nursery Department operates from its own site in a recently acquired and carefully restored building. The youngest children, the Caterpillars, are based on the top floor and the Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery Department and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff but the school PE and Music staff help out with sessions each week.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry with about forty boys in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but boys do have lessons with specialist teachers for Music, French and PE and Games and in some years, ICT. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, astro turf pitch, two ICT rooms, two Science laboratories and Music area. There are three forms in each year group. Forms are mixed-ability in Years 4-6, with some subjects setted, and streamed in Years 7 and 8. Boys experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the boys

follow prepares them for Common Entrance at the end of Year 8. Throughout their time at King's House, the boys are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concert and other performance opportunities for music, and numerous games fixtures and other sporting activities. There are also numerous outings for all year groups and residential trips as the boys get older.

Overall, King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school.

## **Working at King's House**

Staff at King's House are expected to show a commitment to the school and its ethos. The school has its own salary structure, which is above the state sector scale, and staff are encouraged to join the Support Staff Pensions Scheme. Staff benefit from a programme of professional development which includes appraisal and in-service training courses delivered by school staff or externally.

## **Nursery Practitioner Vacancy**

King's House is seeking to appoint an Early Years Practitioner to join its successful Nursery Department for 5 mornings per week, 8.15-12.15. The post is part-time and is to cover a period of maternity leave for up to 9 months, commencing in January 2018.

## **Safeguarding**

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

## **How to Apply**

Please send your completed application form and a covering letter (not to exceed 2 sides of A4) outlining your skills and experience to the Headmaster, King's House School, 68 King's Road, Richmond, TW10 6ES as soon as possible and no later than Wednesday 27<sup>th</sup> September 2017. Alternatively, please email your application to [recruitment@kingshouseschool.org](mailto:recruitment@kingshouseschool.org).

## **Job Description Nursery Practitioner**

### **Overall Aim**

The overall role of the Nursery Practitioner at King's House School is to provide the children within the Nursery with a high standard of physical, emotional, social and intellectual care.

### **Duties as a Nursery Practitioner (Specific to this post)**

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To act as key carer to a group of children
- To plan, develop and carry out a range of age appropriate activities alongside other staff
- To undertake daily information observations of focus children
- To support the inclusion of all children
- 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
- Support all staff and engage in a good staff team
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure 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 manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting

- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside
- To support nursery assistants, students and volunteers
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times

The ideal candidate will have some or all of the following:

- Experience working with children
- Experience working in an early years setting
- Experience of working in partnership with parents
- NVQ Level 3 or equivalent preferred
- Knowledge or legislation relevant to Early Years eg EYFS, SEN, safeguarding, Childcare Act 2006
- Knowledge of Child Development and Children's needs
- Ability to work with parents/carers/families to encourage partnership working
- Ability to work as part of a team
- Good organisational skills
- Ability to demonstrate creative abilities
- Awareness of Health & Safety and practical Hygiene issues
- Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary
- Good presentational and timekeeping skills