



MEONCROSS SCHOOL

APPOINTMENT OF
NURSERY & HOLIDAY CLUB
ASSISTANT(S)
COMMENCING MAY / JUNE 2017



AN INTRODUCTION TO MEONCROSS

Meoncross School is a co-educational independent school, offering an outstanding academic journey from Nursery to Sixth Form, located on the south coast of Hampshire. Our aim is for every pupil to realise their full potential and where every child is an individual.

The school motto ‘Luctor et emergo’ underpins all we do here at Meoncross; the Latin phrase which appeared on the original school badge in 1953 and is best translated as “I strive and I emerge”.

We seek to embed this ethos into the daily life of the school by teaching our pupils that only through hard work will they achieve success. We do this through the challenges set in every lesson, to those experienced on stage and the sports field and in the opportunities for leadership that they have at every age. We want to build their resilience and their willingness to test themselves since those qualities are at the heart of our core values and are essential to a rewarding and happy adult life.

We strive to understand the challenges faced by each child by getting to know them very well indeed. Our staff keep a close eye on the progress of each individual, discussing them by name at regular formal and informal meetings. Only in this way can we tailor the support we offer them because every child has their own challenges to overcome. We strive to help them as individuals rather than as a cohort. To this end, we introduce academic mentors as they enter the Upper School. Most importantly, we look to celebrate their successes in school or outside it; supporting them to achieve their ambitions.

The quality of our teaching has been independently judged as ‘outstanding’ and is underpinned by meticulous planning to ensure that our high standards of academic attainment are maintained. When you combine this with our approach to building a lifelong set of values and a determined work ethic, it is small wonder that we are proud of our leavers.



Mrs Sarah Ebery, BSc(Hons), Med
Headmistress



SAFEGUARDING

All young people deserve the right to live and learn in a safe and happy environment.

All Meoncross School, staff share the responsibility to promote and safeguard the welfare of children and young people for whom they are responsible or with whom they come into contact. In doing so, staff are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policies and Procedures.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.



EARLY YEARS PRACTITIONERS & HOLIDAY CLUB ASSISTANTS, YEAR ROUND PART TIME & CASUAL / BANK STAFF

We currently have exciting opportunities for suitably qualified and experienced individuals to join our passionate and committed team in our 'Outstanding' Nursery.

You will work as part of our excellent Nursery Team and with parents/carers to provide a stimulating, creative and safe environment for the children and promote the learning and development of each child. The nursery is staffed between the hours of 7.30am to 6.00pm for 48 weeks of the year and we are looking for suitably qualified individuals who are keen to work within our well-established and outstanding team.

Children participate in a range of additional activities, including regular trips to the Beach in our minibuses, where we take learning outside of the classroom, French lessons, 'Baby ballet', and cooking.

In order to be successful in this role, you will have an excellent working knowledge of the EYFS along with at least a Level 3 qualification in childcare. The ideal candidate will also have previous experience of working with 2½ to 5 year olds, and be able to deliver a high standard of care with excellent interpersonal skills.

JOB DESCRIPTION

Post Title	Level 3 Early Years Practitioner / Holiday Club Assistant
Core Purpose	<p>To provide a high standard of childcare for children aged between 2.5 - 4 years, within a stimulating and friendly environment that is physically and emotionally secure. Children's welfare must be of paramount importance</p> <p>“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering, or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.”</p>
Reports to	Head of Nursery
Core responsibilities	<p>Hours of work: Variable, on a daily and weekly basis. Post Holders should be contactable between the hours of 7.30am-6pm for emergency cover work, and for pre-arranged additional support, agreed in advance.</p> <p>Main Location:</p> <ul style="list-style-type: none"> • In the Nursery which includes a large indoor play area, that can be sectioned into two rooms and an outdoor area. Other areas of the school, such as the gymnasium, hall and playing fields may be used also. • The Nursery caters for children aged 2.5- 4 years old and is open 7.30am-6pm, 48 weeks of the year. • To assist in accompanying Beach School trips and other outings. <p>Reporting relationships:</p> <ul style="list-style-type: none"> • The applicant will liaise directly with the Head of Nursery, or Deputy Head of Nursery, in the absence of the Head of Nursery <p>Main purpose of the job:</p> <ul style="list-style-type: none"> • To contribute a high standard of physical, emotional, social and intellectual care within a safe, caring and stimulating environment, for the children in the Nursery • To provide activities to encourage children’s prime and specific areas of learning (EYFS 2017)

	<p>Summary and main responsibilities and personal duties:</p> <ul style="list-style-type: none"> • To contribute to the Nursery room set up, planning and delivery of stimulating and educational activities • To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, stages of development and individual needs • To provide activities and learning in all 7 areas of the EYFS curriculum • To keep abreast of developments in the Early Years Foundation Stage • To contribute to child assessment, observations and online learning journals • To support children and promote healthy eating, during snack and meal times • To toilet and change children where necessary • To contribute and assist with displaying the children’s work and be responsible for the Nursery environment and supervision • To care for the health and safety of children by following the school’s Safeguarding and Health and Safety policies • To welcome and encourage parental involvement and support and promote family learning in order to form caring and trusting relationships with the children and their families • To attend Parents’ Evenings and other school events as required • To care for injured or sick children as directed by the Head of Nursery • Be aware of the school’s Safeguarding Policies and Procedures and bring to any concerns to the attention of the Designated Safeguarding Lead • To be involved in training days and staff meetings, outside working hours • To respect confidentiality of all information relating to pupils and their families • To record and report any maintenance or health and safety issues <p>You should:</p> <ul style="list-style-type: none"> • Be able to promote excellent practice and provide first-class child care • Demonstrate excellent communication skills with key stakeholders and be reliable and conscientious in your care of the children • Be an effective team member who demonstrates a professional and mature attitude towards your work <p>Demonstrate good working knowledge of the Early Years Foundation Stage curriculum</p>
	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headmistress to reflect or anticipate changes in the job commensurate with the grade and title.</p>
<p>Date</p>	<p>Signed</p>

PERSON SPECIFICATION

Skills Required

Excellent interpersonal skills	Essential
High level of Nursery / Early Years experience (NVQ Level 3 or above)	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others; good written and spoken English	Essential

Knowledge Base

Excellent professional knowledge and understanding	Essential
Excellent mathematical subject knowledge and willingness to improve	Essential
Understanding of national priorities and statutory frameworks in education	Essential
Knowledge of recent developments in Early Years Education	Essential
Understanding of how to cater for pupils with additional needs or particular talents, abilities or gifts.	Essential
To have a good understanding of the effective use of assessment for learning.	Desirable

Qualification/Attainment

(NVQ Level 3 or above) in a related subject	Essential
Good degree (2:1 or higher)	Desirable
Post graduate qualifications	Desirable
Evidence of recent, relevant continued professional development	Desirable

Experience

Experience in tracking and assessment procedures to improve standards using pupil performance data	Essential
Experience of working with young people particularly in an Early Years Setting	Essential
Experience of leading / assisting with Holiday Clubs	Essential
Experience of monitoring, evaluating and improving teaching and learning	Essential

Attitude/approach

Ability to enthuse young children	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience, and creativity	Essential
Commitment to personal development and life-long learning.	Essential
Willingness to give generously of their time to support school events/activities	Essential
Commitment to a “through-school” approach to learning	Essential
Commitment to leading and driving change by personal example	Essential
A good team member and a willingness to liaise with key players in the School	Essential

SALARY AND PENSION

Salary / Hourly rate will be dependent upon experience.

Staff receive a midday meal free of charge during term time.

The school is committed to staff development: there is an annual performance management scheme and regular opportunities for in-service training. We run an Induction Programme for all new staff.

A reduction in school fees from Nursery onwards is available to full-time staff; for part-time staff, the fee reduction is calculated pro rata.

HOW TO APPLY

A letter of application together with a completed application form for the attention of Miss Sue Watson, to recruitment@meoncross.co.uk

Applicants selected for interview will be informed within a week of the closing date for application. Applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful. Candidates short-listed for interview will be required to bring proof of qualifications and their right to work in the UK to interview.

Closing Date: 9am on Wednesday 17 May 2017

Interviews: Provisionally, w/c Monday 22 May 2017

EARLY APPLICATIONS MAY RECEIVE EARLIER INVITATIONS TO INTERVIEW

Meoncross School
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Stubbington
Hampshire
PO14 2EF

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recruitment@meoncross.co.uk

www.meoncross.co.uk