Queen Mary's
SCHOOL

Appointment of:
Early Years Practitioner
Information for Candidates

The School

Queen Mary's School is a Christian community that values, nurtures and respects every individual. It is a place where all are challenged to do their best, serve others, show compassion and act with integrity.

At Queen Mary's School, we:

- Strive for excellence in every endeavour
- Love life and enjoy learning
- Nurture spirituality and personal growth
- Respect individuality and embrace diversity
- Enhance character and build resilience
- Create independent young people
- Make strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk, with co-educational Nursery and Pre-Prep departments. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

Queen Mary's has a reputation for high academic achievement to add to a long-standing tradition of building all-round confidence in pupils, through a very wide range of educational and co-curricular opportunities.

Headmistress, Mrs Fe Beadnell, firmly believes in happily empowering children from the earliest years, nurturing leadership skills and a strong sense of self so that every pupil is equipped to become who – and what – they aspire to be. Our school is a dynamic and supportive environment where academic excellence, creativity, adventure, and personal growth go hand in hand.

The School is on a very strong footing financially, with a healthy endowment and recent investment in major facilities. The Board has an exciting long-term programme of investment to sustain Queen Mary's into the future.

The School's Nursery and Pre-Prep department is co-educational, while the Prep and Senior School is for girls only and spans the age range 7 to 16. The School has a strong boarding tradition with a healthy mix of full, weekly and flexi-boarding. The boarding life of the School is a central part of the Queen Mary's culture for both day girls and boarders.

Queen Mary's is part of the Woodard Corporation, a group of 43 independent and maintained schools. Woodard Schools operate as stand-alone entities, with professional support from the centre where required. The Woodard ethos promotes Christian education and high academic and pastoral standards within all its schools.

The Role:

Queen Mary's School is seeking an enthusiastic Early Years practitioner to join a dynamic and caring staff body, where children are nurtured and encouraged to have a love of learning, exploration and self-discovery. The applicant will be expected to teach children of all abilities and of Pre-Reception age, and to join a committed team of Early Years educators.

At Queen Mary's, teaching and learning are supported by an exceptional range of resources and extra-curricular activities, and the ethos and values foster an enthusiasm for lifelong learning and encourage independence of thought. The children develop self-esteem, a wide range of knowledge, and essential communication, study and life skills as they progress. Set in the heart of Baldersby Park, children also experience the best of learning through outdoor exploration.

The academic life of the school is overseen by the Deputy Head and the Assistant Head: Prep and Pre-Prep, together with the Heads of Department for each subject area, to ensure a vibrant and challenging curriculum, where on-going assessment is bespoke. The Early Years department benefits from an enriched timetable where staff expertise provides a varied input, supporting the children's core development in the Pre-Reception classroom.

Early Career Practitioner support and high-quality professional development opportunities are available for suitable candidates.

Opportunities to combine this role with other teaching specialisms or with roles within the boarding community may be considered for suitable candidates.

Reporting to: Assistant Head: Prep and Pre-Prep

Start Date: As soon as possible

Hours of Work: Full time, Term Time only (8am - 5.30pm)

Overview of Responsibilities

The following is provided as an overview of the main responsibilities; candidates are expected to:

- Lead by example, providing inspiration and motivation for the pupils, staff, governors, parents and the wider community
- Work in conjunction with the Assistant Head: Prep and Pre-Prep and take responsibility for all aspects of their teaching.

Policy, Strategic Direction and Development

- Contribute to, and promote, a Pre-Prep and Prep School Development Plan and keep this under regular review with policy and planning, taking account of the school's changing needs and the full range of pupils' needs.
- Ensure that whole-school policies and strategies are embedded in planning throughout the phases.

Teaching and Learning

- Work with the Assistant Head: Prep and Pre-Prep on the development and monitoring of curriculum provision to ensure continuity and progression, and the development of cross key stage/cross curricular links.
- Promote excellence and inspiration in learning and teaching and leading by example; consult and advise colleagues in order to establish creative, responsive and effective approaches throughout the school.
- Plan and prepare lessons and schemes of work in accordance with departmental and school policies.
- Record learning journeys as required, monitoring and assessing progress.

- Complete Termly reports.
- Plan for the progress of pupils: differentiating for ability as required and working with the Early Years SENCO as and when appropriate.
- Play a full role in departmental life: sharing resources, taking part in trips and visits.
- Liaising with Nursery Practitioners and the Reception teacher to coordinate transitional phases for Pre-Reception children.
- Be a Form Tutor.

Pastoral care and safeguarding

- Monitor, evaluate and assess the pastoral care of pupils, ensuring continuous and consistent focus on pupils' achievement and development: moral, spiritual, physical, cultural and social.
- Coordinate responses to the pastoral needs of pupils throughout the School.

Professional Development

- Regularly review your own practice, set personal targets and take responsibility for your own development.
- Complete an Annual Appraisal.

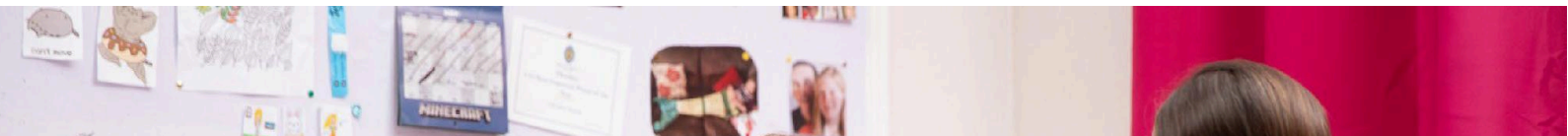
Training & development of self and others

- Build effective partnerships with parents to ensure:
    - a shared understanding between school and home about pupil progression, and how parents can support their child.
    - an excellent local reputation for the school through the promotion, profile and success of the pupils.
- Provide co-curricular activities that enrich the timetabled curriculum experiences.
- Promote excellence and the reputation of the school through events (parents' meetings, Open Days).
- Develop links outside the school to increase opportunities for sharing good practice e.g. learning opportunities for pupils.
- Attend regular Department meetings to:
    - establish common, progressive and detailed schemes of work for each year group;
    - monitor and assess progress within each year group and of individuals;
    - ensure that common aims, objectives and standards are established;
    - discuss and agree methodology to ensure that effective ways of learning are implemented;
    - support colleagues in the implementation of all aspects of their work.

Person Specification

Attributes	Essential Criteria	Desirable Criteria
Qualifications	– Relevant Level 3 Childcare qualification or a degree paired with Early Years Teacher Status (EYTS) or Qualified Teacher Status (QTS) – Level 4 (Grade C) or above in GCSE Maths and English	
Knowledge	– Early Years Teaching experience	

	– Strong knowledge of Early Years Education and statutory guidelines – Demonstrable classroom and management experience	
Skills and abilities	– Strong communication and interpersonal skills – Ability to be discreet and uphold confidentiality – Excellent time management and organisational skills – Be prepared to undertake daily operational tasks as required – Experience and ability to use data effectively – An inspiring educator with experience of teaching techniques which embrace innovation and creativity and instill the skills required to meet the Early Years statutory guidelines – Ability to cope with multiple demands, shifting priorities and rapid change – A selfless, empowering and collaborative approach to management and continual professional development – Awareness of the importance of child protection and keeping young people safe from harm – Excellent written English and attention to detail – Ability to show initiative and respond to a changing environment – Ability to work under pressure and to deadlines – Strong IT skills – Energy, drive, enthusiasm and a positive manner	– Understanding MIS systems (iSAMS and CPOMS) and learning journey platforms – Teaching experience in more than one Early Years setting – Experience of pastoral care
Personal circumstances	– All candidates **must** hold the Right to Work in the UK – A willingness to engage with and articulate the School's Christian values, ethos and heritage – Willing to play an active part in the life of the School community – Willing to work out of hours as and when School functions occur	– Safeguarding qualifications



Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. They provide guidance, without prejudice, on the likely main provisions. Terms and conditions, which will incorporate the Staff Handbook and Contract of Employment, will be issued in due course to the successful candidate.

General Notes

- Queen Mary's School operates its own competitive salary scale, commensurate with the responsibility of the post and the experience of the successful candidate, which will be discussed at interview or on appointment.
- All staff are required to attend INSET, Open Mornings, Sports Days and Speech Day.
- Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met).
- Lunch will be provided free of charge during term time hours of work.
- The School operates an employer stakeholder contributory pension scheme.
- The appointee will be required to participate in an annual appraisal.
- Accommodation is not provided.
- The appointee is required to give the School one term's notice of their intention to leave this post.
- Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safer Recruitment Policy. They must also agree to references being taken up at that stage and checks made with past employers. The successful applicant will be required to complete a medical form before any appointment is confirmed to show there are no medical reasons why the applicant may not be able to take up the post.

The Application Process

An application form can be downloaded from the school website, and this should be submitted accompanied with a covering letter addressed to the Headmistress, Mrs Fe Beadnell, explaining the motivation for applying for this post and the experience, skills and qualities you would bring to the role**.**

Suitable candidates may be interviewed at any stage and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore strongly encouraged to apply early.

Please send your completed application form to: head@queenmarys.org.

Please be aware that we do not accept curriculum vitaes. Only completed application forms will be submitted to the shortlisting panel.

Safeguarding and Recruitment Checks

Queen Mary's is committed to safeguarding and promoting the welfare of children and young people. All shortlisted candidates will be required to complete identity, and qualification checks in line with our Safer Recruitment Policy, and references will be taken up at this stage. The successful applicant must also complete a medical questionnaire before an appointment is confirmed.

As part of our safeguarding commitment, candidates will undergo child protection screening appropriate to the role, including checks with previous employers and the Disclosure and Barring Service. All staff share responsibility for safeguarding and must adhere to the School's Safeguarding and Child Protection Policy.

No Agencies Please

Queen Mary's SCHOOL

Baldersby Park
Topcliffe
Thirsk
North Yorkshire
YO7 3BZ

01845 575000

admin@queenmarys.org
www.queenmarys.org