



Description of the School

UT SERVIAMUS

A Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School....

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

More information about Queen Mary's can be obtained from our web site at:

www.queenmarys.org

Owned by the Woodard Corporation, Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, close to Thirsk and the Hambleton Hills. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

We have a co-ed nursery and pre-prep department (currently one form entry in each year group) but the main school is for girls only and spans the age range 7 to 16. While we prepare a few girls for Common Entrance at 11, 12 and 13+, most girls stay on and study for their GCSE examinations with us, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition, and we have an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service. The School has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos, promoting Christian education and high academic and pastoral standards. All members of staff are expected to be in sympathy with the aims and ethos of the School.

Early Years Practitioner

To work as a member of the Early Years Foundation Stage department to ensure that all children attending the unique setting receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs.

Essential

Early Year Level 3 Qualification

Key responsibilities:

Childcare and Education

- Provide high standards of quality care and education within the Nursery including the environment, resources and experiences offered to children.
- Observe, support and extend children's learning.
- Plan appropriately for children using the Statutory Framework for the Early Years' Foundation Stage (EYFS) curriculum, April 2017, for guidance.
- Maintain accurate and effective children's records.
- Work in partnership with parents/carers and other family members.
- Demonstrate good practice with regard to special needs and inclusion.
- Work with the NYCC team to continuously improve quality of childcare and education.
- Ensure that children are kept safe and that staff understand, and as appropriate, follow Safeguarding Children Procedures.
- Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with.
- Work with Head of Learning Support, EYFS advisers, health professionals and local Children Centre programmes as appropriate.
- Comply with the statutory framework for the early years foundation stage (EYFS) April 2017, or relevant statutory regulations, and relevant legislation including the Children Act 1989, 2004 and 2006.
- Comply with the Special educational needs and disability code of practice: 0 to 25 years, January 2015.
- Develop and maintain highly professional working relationships with advisory teachers, schools and other agencies that may visit the setting.
- Keep pace with current developments in childcare and education policy, procedures and practice.
- As a Key Person carry out all related responsibilities in building relationships with a small group of children and their families.

Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the Nursery.
- Ensure the general cleanliness of the children at all times.
- Adhere to all Health and Safety policies and procedures.
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
- Operate the highest standard of hygiene and cleanliness in the nappy changing area and food surface areas.

Operational

- Promote the Nursery to current parents and potential families.
- Work with the team leader and inspectors during inspections by ISI and assist in the implementation of any recommendations.

Staff

- Work as a team with other staff members.
- Support and mentor pupils.
- Be responsible for participating in all self-development activities and CPD including Staff Appraisals and Supervision.

Communication

- Develop and promote parental partnership and involvement.

General

- Undertake any other duties as reasonably requested by leadership and management.
- Adhere to all our Departmental policies and procedures.
- Ensure the Policies on Diversity and Equal Opportunities are adhered to.

Early Years Practitioner: Person Specification

This is an exciting opportunity for a gifted and motivated individual. The ideal candidate will:

- be able to exercise total discretion and uphold confidentiality, when appropriate
- be an excellent listener and committed team member
- have excellent organisational skills and attention to detail
- have excellent writing, proof reading, telephone and IT skills
- have exceptionally high standards of discipline and integrity
- be aware of the importance of Child Protection and Safeguarding of young people
- be prepared to undergo appropriate training as requested
- support the ethos of the School and broad education
- have a clear sympathy with the advantages of single-sex education
- be inspired by challenges and seek to set individual targets
- have energy, drive, enthusiasm and a positive manner

Appropriate training will be provided and the school may also support any work towards relevant professional qualifications.

This appointment is in regulated activity.

Queen Mary's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, in accordance with the Children Act 1989. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety and welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead and Head

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The EYFS Practitioner is appointed by the Head, subject to enhanced DBS clearance and receipt of two satisfactory references
- The appointee will be required to complete a confidential pre-employment health questionnaire (and medical examination where applicable), the costs of which will be met by the School
- A salary of £12,277 - £12,743 (NJC SCP 9-13 pro-rata) will be paid for this role depending on experience and qualifications. Paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay
- This is a full-time role (Monday-Friday 0800-1600, term time only, 34 weeks)
- The school offers a contributory pension scheme and staff may apply for a remission on school fees for their own children
- The appointee will be expected to participate in an annual appraisal process
- The appointee is required to give the School one term's notice of his/her intention to leave this post
- The appointment is subject to a 3 month probationary period which may be extended following a performance review