



AMESBURY SCHOOL  
HINDHEAD



## **JOB DESCRIPTION**

### **Level 3 Early Years Educator**

#### **ABOUT US**

Amesbury is an independent co-educational day preparatory school catering for pupils between the ages of 9 months and 13 years.

The main catchment areas for the school include Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is marked with outstanding nursery and school provision. Despite intense competition Amesbury has continued to be one of the strongest preparatory schools in the area and features in the Good Schools Guide. The School was last fully inspected by ISI in September 2017 and compliance inspected in July 2022. It was judged to be excellent in all categories and subcategories and fully compliant.

Children left the school in July 2023 for over 21 different senior schools, reflecting Amesbury's independence, and there have been over 50 scholarships awarded to Amesbury pupils in the last three years. Since 2017 the school has invested over £3m in capital expenditure projects.

Amesbury is a day school, Monday to Friday. Registration is at 8.15am and school closes at 6pm. 5.45pm.

The school has a special energy and the people who work here are completely committed to both Amesbury as a school and as a place.

## **JOB DESCRIPTION**

We are looking for a Level 3 qualified Early Years Educator to work with children from 9 months to age 4.

There are 3 roles:

40 hours per week over 4 days 8.00am - 6.00pm- six weeks holiday

30 hours per week over 3 days 8.00am - 6.00m - six weeks holiday

Term Time 40 hours over 4 days 8.00am - 6.00pm

Salary up to £13.39 per hour

Start Date Michaelmas Term 2024

### **School Aims**

Our purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefits of the community, so that when the time comes to leave us, each child will do so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable them to become emotionally resilient independent learners.
- Develop a caring community within the school by encouraging commitment, courtesy, co-operation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide all stakeholders with a model of organizational excellence.
- Create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfill our social and environmental responsibilities to society.

### **Reporting**

1. This teacher is appointed by the Head, and reports to the Head of Little Amesbury.
2. The Head of Little Amesbury is responsible for this teacher's PPDP.

## Child Protection / safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

### Specific Responsibilities

It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

1. Implement effectively all safeguarding, prevent and child protection policies and practices.
2. To maintain high levels of communication with parents with regards to both pastoral and academic issues.
3. To accept responsibility for the educational development and pastoral care of the children within your care.
4. Support the room leader implementing exciting activities and continuous provision enabling all children to access the Early Years Curriculum both inside and outside.
5. Assist in arranging and developing an exciting, stimulating and challenging learning environment both inside and outside.
6. Assist in planning and observations.
7. Provide a key worker role which entails providing personal care, recording observations on tapestry and completing individual children's 'Learning journeys' marking with a star and a wish.
8. Actively promote good home/school relationships through good communication and feedback.
9. Carry out supervisory duties and lunch and playtimes and be an active member of the Little Amesbury team.
10. Set an example in terms of CPD, particularly through the Amesbury PPDP programme and NDNA training to maintain up to date professional expertise.

## Purpose

1. Assist in teaching the Early Years Foundation Stage curriculum.
2. Improve the quality of teaching and learning in your specific area of responsibility and throughout Little Amesbury. Documenting work in learning journals and Tapestry.
3. To successfully manage the interface between school, parents and the wider community, recognising how crucial this function is in an independent fee-paying school.
4. Know and apply school policies on safeguarding, health and safety, behaviour, teaching and learning, equal opportunities etc. and to take part in any training courses related to these offered by the school to gain further knowledge (within employed hours)
5. Treat as a professional confidence, any information concerning individuals gained in the course of school life.
6. Participate in the School's 'Personal performance and development plan.' (PPDP)
7. Be prepared to accept changes to this specification in order to meet the changing needs of Little Amesbury.

