

BROMSGROVE SCHOOL

PRE-PREPARATORY & NURSERY

Commencing January 2021 we have an opportunity for a

Nursery & Holiday Club Keyworker

We seek a qualified, professional and personable individual to carry out this role, working with Nursery aged children (aged 2-4 years) in school and after care.

This is a 52 week of the year position, working Monday to Friday 8.00am – 5.00pm.

Based:	Bromsgrove Pre-Preparatory School	
Hours of Work:	Monday to Friday 8.00am.-5.00pm.	
Salary:	£ 24,686 per annum.	
Holidays:	25 days per annum. All holidays must be booked and taken outside of school Holiday periods.	
Sickness Benefit:	Length of Service	Full Pay (including entitlement to Statutory Sick Pay)
	During probationary period	Nil
	During first year	2 weeks
	During second year	6 weeks
	During years 3-5	8 weeks
	During years 6-10	10 weeks
	During year 11 and beyond	12 weeks
Pension Scheme:	A contributory pension scheme is available up to 5%.	
Qualifications:	NVQ Level 3 or equivalent	

GENERAL DUTIES

To be responsible, under the direction of the Headmistress or other designated teacher, for the care and welfare of a designated group of pupils having regard to the requirements of the School's aims, objectives and schemes of work and any policies of the Governing Body.

To share in the corporate responsibility for the discipline and welfare of all the pupils.

SPECIFIC RESPONSIBILITIES

- To observe, assess and plan learning activities in the moment and according to the children's interests.
- To support learning by observing and interacting, setting challenges and supporting children to meet their next steps.
- To record children's progress in accordance with guidelines set by the Head of Early Years.
- To assemble relevant displays of children's work.
- To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the Head of Early Years.

- To encourage the development and delivery of the EYFS curriculum.
- To supervise children during activities, at break and lunch times, movement around the building and activities away from the classroom.
- To work in the after school care sessions until 5.30pm Monday – Friday.
- To liaise with parents regarding their child’s learning and participate in discussions at parent consultation evenings.
- To meet the personal care needs of pupils whilst encouraging their independence (including toileting, changing clothes and feeding).
- To maintain a safe environment including ensuring the equipment used is hygienic and any potential hazards are removed.
- To attend Open Mornings when requested.
- To attend 4 Inset days each year.
- To provide written reports on pupil achievement and progress for parents.
- To assist with planning appropriate learning opportunities for children with specific needs, reporting on their progress to parents when required.
- To carry out any duties as deemed to be within the remit of this post in conjunction with the Head of Early Years.
- To attend relevant meetings and participate in training opportunities and professional development as required
- To help with pre-term preparations, general day to day preparation and clearing up of teaching areas.
- To work in the Pre-Preparatory School Holiday Club.

HOW TO APPLY

Please complete the online application form. The closing date is Friday 27th November, interviews will be held on 3rd December 2020.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS