



# **Nursery Assistant & Holiday Club Leader**

Holiday Club Leader position is optional (see Terms and Conditions for details)

## **Information Pack**





## The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group. Monkton is one of the country's best known smaller independent boarding schools. It is a Christian school with worldwide connections and interests, having been founded in 1868 within the mainstream evangelical tradition.

Monkton Combe School is seen by parents to be a caring community which fosters a balanced education, as well as encouraging the pursuit of individual excellence. It is a friendly school where pupils develop their personal values in the context of a community where tradition, creativity and adventure are positive features. The expression of the School's ethos can be found in many fine examples of Monktonians achieving positions of leadership in the church and in other areas of life both nationally and internationally.

Monkton seeks to be a caring and well-ordered community which fosters a balanced education as well as encouraging the pursuit of individual excellence. It is a friendly school which believes in traditional values. The confidence, integrity, sensitivity and ambition of our pupils are priorities and we are eager to educate character, as well as intellect. It is expected that all full-time members of the Common Room will be committed to the concepts and challenges of boarding school life, wishing to contribute widely outside the classroom within pastoral, sporting and other extracurricular spheres.



### Prep School

Monkton Prep School was founded over 130 years ago. The site is located within an area of outstanding natural beauty, is less than a mile and a half from Bath city centre and within easy reach of London, Cardiff and Southampton via an excellent train service. Pupils enjoy a broad and excellent programme within the framework of outstanding pastoral care, both for boarders and day pupils. Flexi-boarding is also an option many pupils choose at some stage during their time at the school.



Facilities include an indoor, four lane, 25m swimming pool, a 300 seat auditorium, one full-sized and one half-sized astro pitch, tennis courts, outstanding sports pitches, an ICT suite, two science labs and a magnificent view over the Somerset hills to the South West.

The School is managed day-to-day by its Senior Leadership Team which is overseen by the Headmaster, Martin Davis. The staff are strong, experienced, supportive and highly capable.

Monkton Prep is a caring and vibrant community which fosters a balanced, all-round education as well as encouraging the pursuit of individual excellence. It is a friendly school which believes in traditional values. The confidence, integrity, sensitivity and ambition of our pupils are priorities and we are eager to educate character, as well as intellect, aiming to instil in the pupils a lifelong love of learning.

### **Pre-Prep School**

Set on the same site as the Prep School, Monkton Pre-Prep is housed in a brand new fit for purpose building, with magnificent views overlooking the Midford Valley. Like the Senior and Prep Schools, the Pre-Prep takes pride in its excellent levels of Pastoral Care and the living Christian ethos on which the School was founded.

Prep School facilities are available to the Pre-Prep and so we are able to offer outstanding opportunities for Sport (including swimming), Outdoor Learning, Music and Art. Prep School teachers provide specialist teaching for our Reception and KS1 pupils. At the end of KS1, the majority of pupils move on to the Prep School.

The Pre-Prep School is led by Catherine Winchcombe. The deputy head post completes the Pre-Prep Leadership Team and oversees the academic provision. The Pre-Prep staff team is strong and cohesive and committed to providing excellence throughout the School, where possible collaborating with the Prep and Senior School staff. Our School Values: Confidence, Integrity, Service and Humility, form a strong foundation for our School community.

**Our Vision:** Monkton inspires young people to become confident, kind and ambitious adults who live fulfilling lives.

**Our Mission:** Monkton thinks differently. We start with a proactive pastoral environment to develop academically strong enthusiastic learners within a living Christian ethos.

**Our Values:** Confidence, Integrity, Humility, Service



## The Role

**Relationship:** The post holder is responsible to the Nursery Leader & Deputy Head of Pre-Prep. The Head of Pre-Prep oversees the whole school.

**Fundamental Task:** To support individuals and groups of students to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment.

### Responsibilities:

- To understand and support the ethos of the School, and carry this through into personal working practice.
- To maintain high personal and professional standards in all work and activities engaged in.
- To support the public relations work of the school by developing good, positive relationships with staff, governors and visitors.
- To maintain the confidentiality of all information received as a result of working within the school.
- Under the direction of the Head of Nursery to support the effective education of the pupils in your care by:
  - Overseeing and assisting individuals or groups of children with their play or play related activities
  - Carrying out routine practical, organisational or administrative tasks.
- To support the pastoral work in the school by developing good, positive relationships with children, build their self-esteem, thus contributing to their effective learning.
- To ensure the good behaviour of children, helping to develop within them positive attitudes towards themselves, adults, peers, property and work.
- To maintain good relationships and communication with parents and pupils, directing them, if necessary, to the Nursery Leader to deal with specific concerns.
- To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff
- To use an online assessment tool to observe and record children's progress, to be shared with parents/carers
- To attend In-service Days and Staff Meetings as directed by the Head Teacher.
- To be available to work during the holidays for a few hours, should the class teachers require you to do so, as is reasonable
- To carry out such additional tasks as may from time to time be reasonably assigned by the Head of Pre-Prep
- To actively promote and support the safeguarding of children in the workplace, ensuring School policies and procedures are observed at all times
- To effectively deliver the EYFS ensuring that the individual needs and interests of children in the



setting are met

- Make regular observations of key developments in the children to have an informed picture of their development, so that regular planning is made for them. Record your observations in each child's online Learning Journal and plan the 'next steps'.
- To develop and maintain strong partnerships and communication with parents.

**Ethos:** We are committed to continuing to hone and improve our practice in different areas. We intentionally reflect on our professional development throughout the year. As part of this, and to support it, we train staff in coaching skills, and staff coach each other, as well as gaining valuable skills to use day to day. Over the next three years, our aim is to train all staff in coaching.

(Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post, the particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility involved.)



## Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
<b>Qualifications</b>	Hold a National Nursery Examinations Board Level 3 (CACHE Diploma) or equivalent qualification (e.g. NVQ)		√
	GCSE Grade C in English and Maths or equivalent	√	
	First Aid Training	√	
<b>Experience</b>	Previous experience of working with children in an EYFS setting	√	
	Significant experience and expertise in supporting and being a team member in an Early Years setting	√	
<b>Knowledge And Understanding</b>	Equal Opportunities, Health and Safety, SEND and Child Protection	√	
	Basic knowledge of needs of young children	√	
	Knowledge of issues relevant to education and child development	√	



<b>Skills</b>	Able to form excellent professional relationships with children, staff and parents	✓	
	Able to communicate well and establish firm and consistent boundaries	✓	
	Evidence of keeping assessment records for the EYFS	✓	
	Organisational skills	✓	
	ICT literate		✓
	Use of online assessment tools		✓
<b>Personal Attributes</b>	Good interpersonal and communication skills, with an excellent standard of written and spoken English	✓	
		✓	
	Ability to interest, encourage, motivate and engage children	✓	
	Ability to maintain confidentiality; having tact and diplomacy where necessary	✓	
	Patience, creativity and initiative	✓	
	Sympathy with School's Christian ethos	✓	
	Ability to work well within a team setting	✓	
	Ability to be flexible and adaptable	✓	



## Terms and Conditions

<b>Salary</b>	The salary for Nursery Assistant position will be paid between Points 1-3 of the Academic Support salary scale at £9.18 - £9.59 0 per hour depending on experience. Actual Salary: £14,114.25 - £14,741.55. Salaries are subject to an annual review.
<b>Hours of Work</b>	37.5 hours per week, Monday to Friday, 8:00am to 4:00pm for 41 weeks per year (including holiday pay). Opportunity to be involved in Monkton's holiday club in a leadership capacity. This will be for approximately 6 additional weeks per annum to be worked during the October, February and May Half term holidays and Summer holidays as required by the Commercial Manager.
<b>Pension</b>	Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.
<b>Holiday</b>	33 days including bank holidays (pro rata for part time/part year). When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply.
<b>Sick Pay</b>	Membership of the Support Staff Sickness Scheme.
<b>Lunch</b>	Provided while on duty while catering facilities are functioning.
<b>Notice</b>	Half a working terms' notice in writing terminates this agreement.
<b>Retirement</b>	The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.
<b>Medical</b>	All employees are subject to a medical report and to undergo a medical examination, if required.
<b>Security</b>	Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.



## Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)