



# ST JOHN'S BEAUMONT PREPARATORY SCHOOL OLD WINDSOR



Early Years Practitioner/Nursery Assistant  
Candidate Information Pack  
February 2024



## ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for children aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

## SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. The School may be required to perform online searches on shortlisted candidates, including Social Media pages.

## EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).



## WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

## BENEFITS

**PENSION** After successful completion of 3 months employment, you will be automatically enrolled into the School's Pension Plan.

**HOLIDAYS** As a term-time only role, you will be expected to take holiday during the school holidays. The school terms run across roughly 36 weeks of the year.

**SICK PAY** On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

**MEALS AND REFRESHMENTS** During term time, all meals are available as well as refreshments during your working day, free of charge.

**PARKING** There is ample free on-site parking available.

**STAFF FACILITIES AND SPORT** Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

**INDUCTION AND STAFF TRAINING AND DEVELOPMENT** You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

**DISCOUNTED SCHOOL FEES** At the discretion of the Headteacher and Bursar, staff may be eligible a discount on day fees should their child be accepted into the School. This discount is on a pro-rata basis for part-time employees.

**STAFF AND WELLBEING** You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

**FLEXIBLE WORKING** The school recognizes the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible

**SCHOOL LIFE** All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.

**ACCOMMODATION** not applicable to this role.



## JOB DESCRIPTION

<b>Job Title</b>	Early Years Practitioner/Nursery Assistant
<b>Group</b>	Pre-Prep
<b>Reports to</b>	Head of Pre-Prep
<b>Responsible for</b>	-

### JOB PURPOSE:

St John's is looking to appoint an NVQ Level 3 Qualified Early Years Practitioner/Nursery Assistant to join the Pre-Prep department, primarily in the nursery classroom. The successful candidate will support the Nursery Lead in the day-to-day running of the nursery class, and will also be responsible for leading sessions with small groups and individual pupils throughout the day.

The successful candidate will work in collaboration with other members of the department to facilitate a rich learning environment where each pupil can flourish. This role would suit an individual with previous experience working in an early years setting or preparatory school environment.

### ABOUT PRE-PREP:

The school is undergoing a transformational period, having recently announced we will welcome girls in the Pre-Prep from September 2023, progressing towards full co-education in the coming years.

The Nicholas Owen Block is our calm, welcoming Pre-Prep department where every child matters. The light, airy classrooms have recently been renovated to an exceptional standard. Each day is busy and fun-filled with the pupils being taught a wide range of academic subjects, including drama & music lessons taught by subject specialist teachers. Staff to pupil ratios are kept deliberately low to ensure the highest possible quality of provision is offered to our pupils at such an important stage in their education.

Having recently embarked on the High-Performance Learning programme, recent curriculum review determined pupils' creativity as be a focus for development. Pupils engage in an outdoor curriculum and lessons often use the school grounds and facilities to enhance learning.



### **ROLE SPECIFICATION:**

- Start Date: March 2024 or as soon as possible
- Working hours: 8.00am-4.00pm, with two 6.00pm finishes per week, term-time only
- Salary: depending on experience

### **ROLE OVERVIEW:**

## **Job Description:**

### **Learning and Teaching:**

- Work alongside our experienced teachers to provide effective support and learning opportunities to create a fulfilling wraparound care experience.
- Provide in-classroom assistance with all subjects and co-curricular activities.
- Support the Nursery Lead to deliver lessons in accordance with their wishes and direction.
- Regularly lead both group and individual sessions independently, and provide one-on-one and group support to pupils with a range of special educational needs.
- Be familiar with the School's curriculum, age-related expectations, teaching methods and testing frameworks applicable to pupils' ages and subjects.
- Understand the aims, content, teaching strategies and outcomes for lessons in order to support pupils in their learning.
- To keep accurate records of support provided to pupils, such as for provision mapping, and to log any safeguarding concerns promptly.
- Contribute effectively to the teachers' planning and preparation of lessons, including the use of IT where appropriate.
- Monitor pupils' participation & progress, providing feedback to the Nursery Lead and Head of Pre-Prep.
- To help ensure records are properly maintained and updated, e.g. daily attendance register and accident logs.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Participate in PE/Games, Swimming & co-curricular activities as needed.
- To assist in the preparation of the classroom, the welcome and collection of pupils, the organisation of materials and the checking and clearing of equipment.
- Share morning, break, lunch and end of the day supervisory duties on a rota basis.







**Other Duties:**

- Support school events (e.g. Sports Days, Open Days), including occasional weekends and attend all inset days and new staff induction training.
- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the school's safeguarding policies.
- Be conversant with and adhere to the school's Child Protection & Safeguarding, First Aid and Data Protection policies.
- Uphold the ethos and values of St John's Beaumont School.
- Undertake additional training for the better performance of duties.
- Any other reasonable task as directed by Head of Pre-Prep and Headteacher.





## Person Specification:

	Essential / Desirable
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Sound knowledge of safeguarding procedures or willingness to learn</li> </ul>	E
<ul style="list-style-type: none"> <li>• Knowledge of Early Years/Preparatory School environment</li> </ul>	E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience in working with children aged 3-5 years</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience in a co-educational School or Nursery</li> </ul>	D
<b>Skills &amp; Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Commitment to the protection and safeguarding of children and young people</li> </ul>	E
<ul style="list-style-type: none"> <li>• Commitment to safeguarding all pupils</li> </ul>	E
<ul style="list-style-type: none"> <li>• Organized, self-motivated and able to meet targets &amp; deadlines</li> </ul>	E
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills; the ability to communicate and work collaboratively in a team</li> </ul>	E
<ul style="list-style-type: none"> <li>• Pro-active and approachable</li> </ul>	E
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Willingness to obtain necessary first aid (if current certificate not already held) and additional training</li> </ul>	E
<ul style="list-style-type: none"> <li>• To hold an NVQ Level 3 qualification or above</li> </ul>	E





## HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's office [bursarsoffice@sjb.email](mailto:bursarsoffice@sjb.email) for an application form.

### CLOSING DATE

Monday 4<sup>th</sup> March 2024 at 10.00am

We reserve the right to close the application deadline early and make an appointment before the closing date, and therefore early applications are encouraged.

