



Furzefield Primary School
Be kind, be respectful, be resilient. Aspiration and opportunity for all.

Kindness
Respect
Resilience
Aspiration
Inclusion



EARLY YEARS PRACTITIONER INFORMATION PACK

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VACANCY:

POSITION: Early Years Practitioner

SALARY: PS03: £21,269-£21,776 FTE, (pro rata £18,297 - £18,733)

START DATE: As soon as possible

WORK PATTERN: 36 hours per week, term time only. Monday and Wednesday 8:30 – 18:00, Tuesday, Thursday and Friday 8:45 – 15:15.

CONTRACT TYPE: Permanent

CLOSING DATE: 4th December 2023

INTERVIEWS: Dates will be agreed with candidates upon successful shortlisting and may occur before the closing date.

An exciting Early Years Practitioner vacancy has arisen at our nursery and after school club. We are seeking to appoint a committed and enthusiastic practitioner, who has the passion and drive to inspire, nurture and provide a consistently high-quality learning environment for children within our setting. We actively encourage applications from both experienced and newly qualified practitioners.

Joining Furzeffield means becoming part of a warm and friendly community committed to the highest standards for children and for the right candidate, this could be a brilliant opportunity to join an incredibly supportive and caring team of professionals where creativity and individuality are valued. Staff are given autonomy to make the right decisions for *their* children and your professional development and ambitions will be nurtured and encouraged.

We are looking for someone that can show commitment to not only our children but to our active school community and who can promote and embody our **core values**. Our job at Furzeffield is to prepare our children to achieve their full potential and lead happy and successful lives. We do this through promoting and embedding five simple values:





The successful applicant will:

- Provide high quality, inclusive, fully integrated early years provision for the children.
- Work in partnership with staff, parents, carers and their children.
- Adopt a flexible and professional approach in promoting the development, welfare and potential of all children and their families.
- Have a positive, creative and flexible approach to problem solving in managing challenges appropriately which may occur throughout the day.
- View inclusion as a non-negotiable element of practice.
- Be part of our team, be willing to pitch-in when needed and be there for pupils and colleagues when they need support.
- Inspire and motivate.
- Advocate for the well-being of our pupils, providing guidance and support.

Furzeffield is a vibrant community school and nursery set within extensive grounds in Merstham, Surrey. We provide a broad and balanced education for pupils aged 3-11 years where pupil wellbeing and academic achievement are given *equal* importance.

The school has recently been inspected by Ofsted (March 2023). We are proud to have received a **GOOD** rating overall with an **OUTSTANDING** judgement for our **Personal Development** offer. We offer a *creative* and *rich* curriculum that promotes learning outside the classroom, including Forest School. Staff are friendly and supportive; our classrooms are well resourced and our pupils are well behaved and eager to learn. We are a two-form entry school with a maintained Nursery, Specialist Resource Centre for 14 pupils and Family Centre on site.

If we sound like the type of school you would like to work for, please contact, Gill Potter, our School Business Manager by calling the school on 01737 642842 or emailing sbm@furzeffield.surrey.sch.uk.

Furzeffield Primary School is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such this post is subject to a satisfactory Enhanced DBS check and pre-employment checks.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible. We reserve the right to interview shortlisted candidates ahead of the closing date.



JOB DESCRIPTION:

Job title: EARLY YEARS PRACTITIONER

Main purpose

The job holder will:

- To work with other nursery staff as part of a professional team to provide and support children's routines, development and learning opportunities throughout the day.
- Assist in creating a high-quality learning environment both indoors and outdoors that meets the needs of each child's individual needs.
- Provide a high quality, inclusive, fully integrated early years provision for the children
- Work in partnership with staff, parents, carers and children

Key duties and responsibilities

High Quality Early Years Provision

- To be vigilant at all times to ensure the safety children, adults and staff, by maintaining effective and safe room organisation and ensure the provision of appropriate early years resources.
- Assist in creating a high-quality learning environment both indoors and outdoors and that meets each child's individual needs,
- Participate in children's play and conversation to stimulate and extend language, promote questions, develop ideas and to maximise the learning opportunities of nursery routine.
- Make decisions where necessary to intervene in children's activities on grounds of safety or of behaviour.
- Be aware of how and where other members of the team are being deployed and being flexible to adjust in response to the needs of the children.
- Provide flexibility in covering for staff at short notice in the event of unforeseen circumstances or planned absence.
- Take responsibility to understand, implement and promote the Statutory Framework for the Early Years Foundation Stage, Ofsted requirements and all other statutory legislation.
- Administer first aid and record accidents and incidents in line with school procedures.
- Participate and engage in using ICT systems within the school
- Maintain high standards of cleanliness and hygiene

Observation, Assessment and Planning

- Implement an effective cycle of observation, assessment and planning, to meet the learning and development requirements of the individual child.



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- Contributing to and then carefully studying the planning to ensure it is implemented during each session.
- To have responsibility for a number of key children, maintaining learning journals, setting next steps of learning and recording accurate assessments.
- Take responsibility for children's intimate care (in line with policy), hand washing and sleeping as well as encouraging self-help, social skills and promoting independence.
- Consistently respond to parental contributions to children's learning journals.
- Collaborate with parents/carers to engage them as partners in their child's learning and development to promote an understanding of the EYFS through effective communication and regular meetings

Inclusion

- Creating a nurturing and inclusive environment for all children, their families and carers, accessible to everyone.
- To integrate children and parents with additional needs, sensitively and positively into the setting, promoting participation in a range of quality activities and learning opportunities.
- Work in partnership with families, carers and other professionals ensuring that individual children's childcare and development needs are met at all times. On occasions this will require attendance to additional meeting.
- This may require working 1-2-1 with a child.

Professional Standards

- Treat all members of the school community, colleagues and pupils, with respect and kindness.
- Treat all pupils fairly, consistently and without prejudice.
- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Participate in the management of the school by effective participation in various team and staff meetings.
- Act as an ambassador for the school.

Health, safety and pastoral care

- Be proactive and take responsibility for matters relating to health and safety, for which all employees have a responsibility.
- Promote the safety and wellbeing of pupils.
- Responsibility for adhering to guidelines for the safeguarding of children.
- Maintain good behaviours for learning and a calm, safe environment through positive behaviour management and relationship building with clear boundaries and expectations.
- Conduct or contribute to risk assessments for pupils.

Professional development

- Take responsibility for own professional development and participate in staff training when provided.



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- Take responsibility to keep up to date with new research and best practices.
- Take part in the school's appraisal procedures.
- Where appropriate, take part in the appraisal and professional development of others.

Personal and professional conduct

- Have proper and professional regard for the ethos, policies and practices of the school.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

The job description outlines key accountabilities for the role and it may be necessary to ask the Early Years Practitioner to undertake additional duties commensurate to the role as and when required.



PERSON SPECIFICATION:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> ● Full and relevant Early Years Level 3 or above ● Willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils 	<ul style="list-style-type: none"> ● Previous experience of working in an early year setting ● Paediatric first aid ● Food hygiene ● Experience of or willingness to learn Speech and Language therapy in early years ● Experience of or willingness to undergo training in Autism and/or ADHD and/or sensory processing ● Forest school training
Knowledge	<ul style="list-style-type: none"> ● Sound knowledge and understanding of the EYFS Statutory Framework ● An understanding of the importance of the observation, planning assessment cycle in EY. ● Understanding of safeguarding ● An understanding of current child development and ways in which children can be encouraged to learn. 	<ul style="list-style-type: none"> ● Understanding of Ofsted requirements for Early Years. ● Have an awareness of or be willing to learn about the EHA and EHCP process.
Skills and Abilities	<ul style="list-style-type: none"> ● Excellent personal organisation skills and ability to be flexible ● Ability to be firm where appropriate ● A positive and collaborative team worker ● Good written and oral communication ● Basic IT skills and willingness to use systems (Emails, SharePoint etc.) ● Caring and compassionate to children's and family's needs ● Ability to be discreet, professional and maintain confidentiality 	



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Work-related Personal Requirements

- Commitment to excellent educational standards.
- Patience
- Flexibility
- Creative and inspirational
- Ability to use a variety of interpersonal techniques to establish supportive relationships with children, parents and carers.

We are a **GOOD** school with **OUTSTANDING** features!

Personal Development: **OUTSTANDING**

Quality of Education: **GOOD**

Behaviour & Attitudes: **GOOD**

Leadership & Management : **GOOD**

Early Years Provision: **GOOD**

"Pupils are confident, happy and independent"

"Pupils quickly develop the knowledge and skills to become fluent readers"

"Leaders provide opportunities for pupils to develop their talents and interests"



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