



Job Description

Location	Jack and Jill Nursery and Reception School, 20 First Cross Road, Twickenham, TW2 5QA
Reporting To	Deputy Principal
Hours	Full Time (State School Term Time)
Contract Type	Permanent
Salary	Competitive
Start Date	September 2020

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection in 2020.

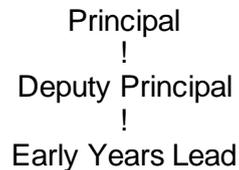
It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart



Purpose of Role

To provide professional leadership and management of the Early Years provision and extended day After School sessions.

The job holder ensures the Early Years provision provides high quality and innovative education, ensuring best practice, high standards in all areas and personalised learning for all pupils.

The role requires the person to run sessions in the classroom for about 50% of their time.

The job holder is a member of the Strategic Leadership Team contributing to securing success and improvements to the Family of Schools.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Early Years Provision

With the school ethos at the heart of leadership, the job holder is responsible for the Early Years provision including Early Years extended services and takes responsibility for this within the whole school community; ensuring that the people and resources within it are well organised and managed to provide an efficient, effective and safe learning environment.

The post holder ensures the effective operation of all quality control systems for the Early Years in line with the School Development Plan.

2. Leading Early Years Learning and Teaching

Model best practice and provide effective high-quality learning and teaching enabling pupils to become effective, enthusiastic, independent learners. This includes having high expectations so that pupils achieve their maximum potential.

Create a positive ethos for learning and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and can develop and learn.

Responsible for providing a broad and balanced curriculum, including innovative approaches to enrich the spiritual, cultural, social, emotional and sporting experiences of all pupils.

Lead the process of effective assessment, recording and reporting on progress in children's development and learning.

Keep up-to-date with national developments in Early Years teaching practice and methodology with a commitment to continuous personal development.

3. Early Years Practitioner

The Early Years Lead will run sessions in the classroom including:

- Planning, leading, assessing and evaluating lessons, and managing behaviour in accordance with agreed school procedures.
- Participating in any meetings reasonably arranged for any relevant purpose and attend and participating in all school events, as required.

4. Strategic Direction

As part of the Strategic Leadership Team with specific responsibility for the Early Years provision, work with colleagues to formulate aims, objectives and strategic plans, to ensure a shared, strategic vision and School Development Plan, which inspires and motivates pupils, staff and the wider community and leads to raised standards of achievement. Ensure that the work within the Early Years curriculum fully reflects the Family of School's distinctive ethos and mission and complements the School Development Plan.

5. Developing and working with others

Lead, motivate, support, challenge and develop staff to set high standards and secure continual improvement including his/her own continuing professional development.

Regularly observe colleagues, conduct supervision sessions and appraisals, including co-ordinating sessions for Early Years staff on Inset days. Responsibility for coaching/mentoring other members of staff is a high priority for this post.

Work with pupils, staff, parents and the wider community, to build a professional learning community, which enables all to achieve. This will include running parents' workshops to develop parents' understanding of how best to support their children.

6. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the school's safeguarding policy.

7. Other duties

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the school.

What we can offer

The position of Early Years Lead is a new position from September 2020 and an exciting opportunity for an experienced leader with a genuine passion for Early Years learning to join our dynamic and committed Strategic Leadership Team.

The role gives you the opportunity to maintain and grow your passion for teaching as well as managing and developing the Early Years sector of a very high achieving school.

The opportunity to work in a school in Twickenham and be part of a Family of Schools that supports children up to the end of KS2.

Person Specification

The criteria below will be assessed by the application form (A), lesson (L), interview (I). The tasks will include a presentation during the interview and a Nursery lesson observation.

Attributes	Essential	Assessment Criteria
Qualifications	<ul style="list-style-type: none"> Degree level or equivalent with recognised Early Years qualification and evidence of up-to-date CPD (minimum NVQ level 3) 	A
Experience	<ul style="list-style-type: none"> A variety of teaching experience across the early years age range. Excellent class practitioner Excellent behaviour management using appropriate strategies Evidence of using IT to enhance learning Evidence of interpreting pupil data to enhance learning Experience of monitoring and evaluation, target setting and curriculum leadership Experience of observation and feedback on learning and teaching to further improve the quality of learning Experience of managing people and resources Experience of raising standards of achievement for pupils 	<p>A</p> <p>L</p> <p>L</p> <p>I</p> <p>I</p> <p>A, I</p> <p>I</p> <p>A, I</p> <p>I</p>

Behaviour	<ul style="list-style-type: none"> • Demonstrates high standards of personal integrity, loyalty, discretion and professionalism • A calm and authoritative manner with a visible presence around the school 	I
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and welfare of all stakeholders 	I

Application Process

To apply for the post, please complete the following documents and return to HR:

hr@jackandjillschool.org.uk

- Application Form (found on website)
- Cover Letter including why you feel you have the key skills to meet the requirements of this role and how your ethos would fit the role and our school

If invited for interview, this will include a structured interview and a lesson with a Nursery class.

CLOSING DATE: 22 May 2020