



## Job Description

<b>Position</b>	Deputy Group Leader, Nursery (3-4 year old)
<b>Location</b>	Jack and Jill Nursery and Reception School, Twickenham (part of the Jack and Jill Family of Schools)
<b>Reporting To</b>	Class Teacher
<b>Contract Type</b>	Fixed Term to June 2022 (covering maternity leave)
<b>Start Date</b>	November 2021

### 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. It 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 Family of Schools is comprised of three schools:

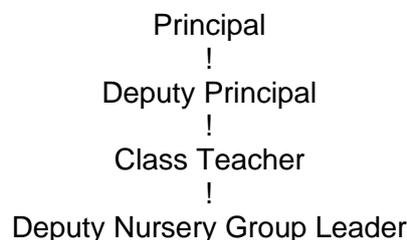
- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

The Jack & Jill Family of Schools is inspected as one body. The Family of Schools was judged 'outstanding' by Ofsted in January 2020.

## 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

The post holder will support the Class Teacher in the planning, teaching, assessing and evaluating quality nursery learning experiences and manage behaviour in accordance with agreed School procedures.

To work alongside the other Early Years professionals and provide an inspirational, fun and broad nursery curriculum that reflects the School's ethos and promotes a life-long love of learning, whilst also promoting equality of opportunity for all pupils so that their potential is encouraged and developed.

The Deputy Group Leader play a full part in the life of the School, participating in any meetings reasonably arranged for any relevant purpose, and attending and participating in all school events.

The post holder will undertake supervisory duties as reasonably required, including registration of pupils, supervision of pupils and provision of relief cover for absent colleagues.

## 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. Planning, Teaching and Class Management

Model best practice and provide effective high-quality learning experiences which enables all pupils to achieve their maximum potential.

Assist in the planning of activities to achieve progression through:

- Identifying clear learning objectives and how they will be taught and assessed.
- Providing clear structure for activities and lessons maintaining pace, motivation and challenge
- Setting tasks which challenge pupils and ensure high levels of interest.
- Allowing for creativity and fun and best use of available time.
- Selecting appropriate learning resources and strategies, using a variety of learning strategies which involve planned adult intervention, first-hand experience, music and play.

- Encouraging pupils to listen attentively, think and talk about their learning, develop self-control and independence, concentration and perseverance.

Manage pupil behaviour in accordance with agreed school procedures.

## **2. Monitoring, Assessment, Recording and Reporting**

Assist the Class Teacher to ensure effective assessment, recording and reporting on progress. Evaluate how well learning objectives have been achieved and own teaching critically to improve effectiveness.

Support the Class Teacher to assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses to inform planning and recognise level at which the pupils are achieving. Maintain wow books and support the Class Teacher to oversee quality across the group.

Identify pupils requiring special attention and follow School processes to provide appropriately for children with additional needs.

Preparation and presentation of informative reports to parents.

## **3. Curriculum Development**

Working with the other Early Years professionals, provide a broad and balanced curriculum, including innovative approaches to enrich the learning experiences of all pupils.

Contribute to ideas for the curriculum for the whole Family of Schools.

## **4. Quality Assurance**

Assist the Class Teacher to ensure the effective operation of quality control systems. Manage the space and equipment efficiently, according to agreed procedures. Contribute to the maintenance of a safe, clean, and secure environment for pupils.

## **5. 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.

## 6. Other duties

Undertake home visits and other initiatives to promote effective and smooth transitions both to and from nursery classes and from other settings.

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 role gives you the opportunity to maintain and grow your passion for working in an Early Years setting in a high-achieving Family of Schools.

The opportunity to work 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 an observation of a nursery activity/lesson.

Attributes		Assessment Criteria
Qualifications	<ul style="list-style-type: none"><li>• Minimum NVQ Level 3 or equivalent</li><li>• Valid First Aid Certificate preferred</li><li>• Evidence of up-to-date CPD</li></ul>	A A A
Experience	<ul style="list-style-type: none"><li>• At least 3 years relevant experience in a school environment with Early Years Foundation Stage year groups</li><li>• Experience of planning, leading activities and class management</li><li>• Excellent behaviour management using appropriate strategies</li></ul>	A A L
Knowledge	<ul style="list-style-type: none"><li>• Knowledge of monitoring, assessment, recording and reporting on Early Years Foundation Stage pupils</li><li>• Commitment to own continuous CPD</li></ul>	I A, I

Vision	<ul style="list-style-type: none"> <li>Supports our belief that a school curriculum requires focus, coherence and rigour</li> </ul>	I
Other Skills and Abilities	<ul style="list-style-type: none"> <li>Ability to stimulate and motivate young children to perform to the best of their abilities</li> <li>Ability to monitor and decide upon next steps in learning and development</li> <li>Ability to work in partnership with parents and the wider community.</li> <li>Excellent oral and written communication skills and good listening skills</li> <li>Excellent organisational skills, setting targets and managing own work with minimum supervision</li> <li>Approachable and promotes positive working relationships</li> <li>Ability to relate well to children and share their interests and enthusiasm</li> <li>Ability to effectively manage pupil discipline and have a commitment to high quality pastoral care</li> <li>Ability to evaluate own teaching critically and improve effectiveness</li> <li>Highly proficient IT skills</li> </ul>	L  I  I  I, L  I  L  L  A, I  I  A
Behaviour	<ul style="list-style-type: none"> <li>Demonstrates high standards of personal integrity, loyalty, discretion and professionalism</li> <li>A calm and authoritative manner with a visible presence around the school</li> </ul>	I  I
Safeguarding	<ul style="list-style-type: none"> <li>Commitment to safeguarding and welfare of all stakeholders</li> </ul>	I

### Application Process

To apply for the post, please complete the application form (on School's website) and return to HR: [hr@jackandjillschool.org.uk](mailto:hr@jackandjillschool.org.uk)

If invited for interview, this will include a structured interview and an observed activity to a Nursery class.

**CLOSING DATE: 31 OCTOBER 2021**