



Job Description

Position	Nursery Group Leader
Location	Jack and Jill Nursery and Reception School, Twickenham (part of the Jack and Jill Family of Schools)
Reporting To	Deputy Head of Early Years
Hours	Full Time/Part-Time (term time only)
Contract Type	Permanent
Salary	Competitive
Start Date	September 2019

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 December 2017.

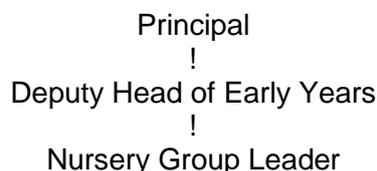
It is comprised of three schools:

- 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

The post holder will plan, teach, assess and evaluate 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 Nursery 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.

Lead 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.

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

2. Monitoring, Assessment, Recording and Reporting

Ensure effective assessment, recording and reporting on progress.

Evaluate how well learning objectives have been achieved and own teaching critically to improve effectiveness.

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 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.

Attend parents' evenings as required and liaise with and meet pupils' parents at other times as necessary to resolve difficulties and promote the pupils' educational and pastoral needs.

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. Develop plans, targets and success criteria.

Develop opportunities to further progress areas of learning identified in national and local policies and particularly in literacy and numeracy.

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

4. Quality Assurance

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. Monitor and evaluate the curriculum including against agreed quality standards, ensuring adherence and promptly implementing improvements where required.

Participate in any meetings reasonably arranged for any relevant purpose and attend and participate in all school events, as required.

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

Provide cover for other classes, as required.

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">• Minimum NVQ Level 3 or equivalent• Valid First Aid Certificate preferred• Evidence of up-to-date CPD	A A A
Experience	<ul style="list-style-type: none">• At least 3 years relevant experience in a school environment with Early Years Foundation Stage year groups• Experience of planning, leading activities and class management	A A L

	<ul style="list-style-type: none"> • Excellent behaviour management using appropriate strategies • Experience of raising standards of achievement for pupils 	I
Knowledge	<ul style="list-style-type: none"> • Up-to-date knowledge of Early Years curriculum development • Knowledge of monitoring, assessment, recording and reporting on Early Years Foundation Stage pupils • Good knowledge and understanding of the principles that underpin inclusion and equal opportunities and a commitment to implementing these in practice • Commitment to own continuous CPD 	I I A, I A, I
Vision	<ul style="list-style-type: none"> • Supports our belief that a school curriculum requires focus, coherence and rigour 	I
Other Skills and Abilities	<ul style="list-style-type: none"> • Ability to stimulate and motivate young children to perform to the best of their abilities • Ability to monitor and decide upon next steps in learning and development • Ability to work in partnership with parents and the wider community. • Excellent oral and written communication skills and good listening skills • Excellent organisational skills, setting targets and managing own work with minimum supervision • Approachable and promotes positive working relationships • Ability to relate well to children and share their interests and enthusiasm • Ability to effectively manage pupil discipline and have a commitment to high quality pastoral care • Ability to evaluate own teaching critically and improve effectiveness • Proficient IT skills 	L I I I, L I L L A, I I A
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 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. Please also include the hours you are available to work

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

CLOSING DATE: 24 May 2019