Full time Level 3 Pre-school Practitioner and Teaching Assistant
Maternity Cover

*We are looking to appoint an outstanding Pre-School Practitioner from September 2018.*

*Moyles Court is a small, friendly and happy school with a strong belief in traditional family values. As part of a dynamic and popular team, you will be expected to enthuse, engage and inspire our pupils within our beautiful New Forest setting. The ideal candidate will have experience of working in an Early Years setting and be willing to contribute to the life of this very happy and busy school.*

**General Responsibilities:**

- To hold a minimum of a Nursery Nurse Examination Board (N.N.E.B.) certificate or NVQ level 3 in child care or similar qualification.
- To demonstrate through practice the competences for Early Years Professional Status or to be working towards this status.
- To supervise children in a safe and happy environment.
- To assist the Head of EYFS in his/her role as directed by the Headmaster.
- To treat every child equally with no discrimination and help cater to their individual needs and requirements.
- To attend INSET and staff meetings as required.
- On occasion it may be necessary for working hours to be flexible.

**Daily Tasks:**

- To supervise and promote language/learning skills during activities.
- To safely escort children when visiting W.C. and washing hands outside of the nursery.
- To safely escort children when on excursions to school adventure playground/nature walks outside of the nursery.
- To help walk children to lunch and, if needed, help with serving.
- To assist with daily tasks/activities.
- To ensure a safe/hygienic environment at all times.
- To report any accident immediately to the Head of Early Years, and enter into the accident file.
- To be aware of all fire/emergency procedures/drills.
- To help tidy the nursery and prepare for the next day.
- To undertake any photocopying/administration tasks.
**Daily Tasks (continued) – Teaching Assistant:**

- To update and create suitable displays of a high quality in school, as required by the Junior School Lead and Headmaster.
- To supervise and promote language/learning skills during activities.
- To safely escort children when visiting W.C. and washing hands outside of the classroom.
- To safely escort children when on excursions to school adventure playground/nature walks outside of the classroom.
- To help walk children to lunch and, if needed, help with serving.
- To assist the Teacher in charge with daily tasks/activities.
- To ensure a safe/hygienic environment at all times.
- To report any accident immediately to the Teacher in charge, and enter into the accident file.
- To be aware of all fire/emergency procedures/drills.
- To help tidy the classroom and prepare for the next day.
- To undertake any photocopying/administration tasks as required.
- To supervise children in an after school club.
- To be a supportive and flexible team member.
- To work under the direction of the Junior School Lead.
- If required it may be necessary for you to attend school prior to the commencement of each term to prepare the classroom and equipment

**As a Member of the Moyles Court Community:**

- Contribute to the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- To take an active part, with all members of staff, in ensuring good relations are made with all members of the local and wider community and that the School is always promoted positively;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in supervisory duties as published on the staff notice board.
- Be familiar with the school’s Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Comply with the school’s Health & Safety policy and undertake risk assessments as appropriate.
- Engage actively in the performance management review process.
- Take part in the school’s staff development programme by participating in arrangements for further training and professional development, including subject knowledge and teaching methods.
- Undertake any other key tasks which the Head may reasonably assign.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.