

Welcome

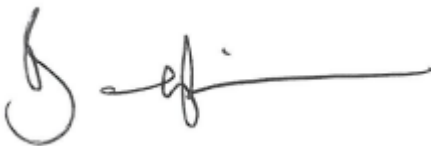
I am delighted that you are considering applying for the position of EYFS Practitioner (Maternity Cover) starting with us from 01 September 2023.

We are a successful, forward-thinking, co-educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for an EYFS Practitioner to join our Kindergarten on a fixed term contract to cover a member of staff taking maternity leave. The current vacancy is for two school terms on a fixed term contract, but there may be other opportunities that become available. You will be able to grow and develop your portfolio of skills in a positive and supportive environment.

This role could be suitable for a newly qualified or experienced practitioner.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to lead and work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



Barnaby Rimmer
Headmaster

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from China.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established within the Prep School in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn.

Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.



WISBECH
GRAMMAR SCHOOL

EYFS Practitioner L3 (Maternity Cover) Opportunity Overview

Please send postal applications for the attention of Ana Brady, Head of Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Closing date: Applications must be received by 9am Thursday 1 June 2023

Short list: Short listed applicants will be informed on Monday 5 June

Interviews: Interviews are planned for the afternoon of Thursday 8 June

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.

This is a fixed term term-time only contract, initially for two terms but potentially longer, as it is for Maternity cover. Commencement is 1 September 2023



Job Title	EYFS Practitioner
Reporting to	EYFS/ KS1 Lead. The post holder is responsible to the KS1/EYFS Lead in all matters and works in partnership with them and other members of the EYFS Team.
Hours of Work	Working hours are 40 hours per week A full time role, 5 days a week with working of hours of 8.5 hours between the hours of 0745 and 1730 Monday to Friday including 30 minutes for lunch.
Holidays	This is a term time only role, so all holidays should be taken during School holidays.
Probation	In accordance with School policy, this appointment will be subject to the standard twelve-month- probationary period with reviews at 1, 3, and 12 months
Medical	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider. Please note that all School buildings operate a no-smoking policy.
Benefits	Wisbech Grammar School provides <ul style="list-style-type: none">• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution• Fee discounts for dependent children• Cycle to Work Scheme, Discount Voucher Scheme, Wellbeing support
Safeguarding	Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS). The postholder is responsible for ensuring that they <ul style="list-style-type: none">• undertake all mandatory training on the school defined timetable (annually at time of writing this document)• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)
Data Protection	In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Principal Role

The EYFS Practitioner Kindergarten will work within the EYFS Team to help deliver the requirements of the Early Years Foundation Stage Framework, Every Child Matters and ISI/Ofsted standards. They will work under the instruction/guidance of the EYFS/KS1 Lead and Senior Deputy Head Prep School to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by ISI.

The role played by EYFS Practitioners within the setting is vital in helping children gain basic literacy and numeric skills, more specifically completing reports, assessing children and leading phonics sessions as well as planning activities and learning experiences. The postholder will also be responsible for, under the guidance of the KS1/EYFS Lead, classroom organisation and administration. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships to promote mutual understanding of the pupils' learning and the development of the EYFS curriculum.

Detailed Role

1. Work with the Team to ensure the operation of the Kindergarten is of the highest standards, ensuring that we provide the highest quality, inspirational early years care and education.
2. Work with the EYFS Team to ensure the effective and efficient running of the Kindergarten, embracing the schools ethos, values and aims, being an exemplary role model.
3. Work with the Kindergarten team to operate a programme of exceptional learning and play activities in line with the School approach and the EYFS, to foster the growth, happiness and development of each child within a happy environment.
4. Contribute to planning daily/weekly programme of lessons, activities and events to support pupils and adjust lessons/work plans as appropriate.
5. Setting out, preparing, using and tidying equipment
6. Providing objectives and accurate feedback and reports, as required, on pupil achievement progress and other matters, ensuring the availability of appropriate evidence.
7. Keeping and updating records and contributing to reviews of systems and records as required.
8. Working with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
9. Contributing to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.
10. Becoming an integral part of school life – eg: helping with school events, trips and activities.
11. Accompany children to swimming and sport lessons.
12. Offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.



13. Contribute to developing and maintaining the nursery environment and equipment and resources/stock to ensure that it provides a clean, safe and high-quality learning environment that offers children a wide range of experiences.
14. Working in partnership with parents, maintain an effective parent liaison programme, ensuring regular communication and interaction with parents for example this might include: producing a regular newsletter for all nursery parents, monitoring the settling in process of all new children, promoting and enabling a parent's close involvement in their child's development.
15. There may be occasions when the nature of this role requires the EYFS Practitioner to spend some of their own time attending training, events or meetings, or preparing for work.
16. Share and promote the School's commitment to safeguard children and young people following its prescribed policy and procedures to continuously develop a culture of safeguarding within the EYFS.
17. Ensure that the progress of children is monitored and regularly updated using the Tapestry programme and against the new Early Years Education programmes.

No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the successful applicant. The duties outlined in this job description may be modified by the Senior Deputy Head Prep School, with the post holder's agreement, to reflect or anticipate changes in the job, commensurate with the job title.

Attributes	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Level 3 qualification in early years • Completion of Safeguarding Awareness course Level 2 within the last 3 years • Paediatric First Aid certificate 	<ul style="list-style-type: none"> • Completion of a level 3 Safeguarding Awareness course • A certificate in Health and Safety in the workplace and Safer Recruitment • Completion of other relevant courses • Food Hygiene Certificate
Skills Knowledge & Experience	<ul style="list-style-type: none"> • Recent experience of working with children aged 0-5 • Love of the outdoors as a learning environment • A commitment to excellence in early childhood education, with a keen interest in child development and the EYFS • A commitment to on-going training • Experience of using Microsoft word and Excel • Knowledge and understanding of the new EYFS Curriculum • Appropriate behaviour management skills 	
Personal competencies and qualities	<ul style="list-style-type: none"> • Love and enthusiasm for working with young children • Able to understand and support the needs of the child, parents and team, while understanding the needs of the School as a business • Good organisational skills, record keeping and report writing • Excellent written and verbal communication skills with colleagues, parents and children • A positive approach to inclusive practice • A team player with a flexible, considered, kind and resilient approach • Friendly and approachable • A positive approach to learning new skills • An understanding and commitment to the ethos, culture and priorities of the school • Be an ambassador for the school 	