



**Nursery Key Worker  
(Temporary to cover maternity leave)**

**The School**

Mowden Hall is an independent co-educational boarding and day school of 160 children from age 3 – 13 situated in the Northumberland countryside, fifteen miles west of Newcastle. The Pre-Prep and Nursery are based on the same site and share facilities with the Prep School. The Prep School has a strong boarding ethos with the majority of the children boarding.

Mowden Hall has high academic expectations of the children and prides itself on its success. The stimulating and varied curriculum is delivered by enthusiastic and committed staff, enabling the children to continue their education at many of the country's leading secondary schools. We place emphasis on good manners, teamwork, loyalty and generosity of spirit, thus fostering respect for peers and adults alike. We believe in allowing children to be children.

Mowden Hall is a member of the Cothill Trust. The Trust provides exciting opportunities for the School in terms of investment and development. Other members of the Cothill Trust are Cothill House, Kitebrook House, Chandlings School and Barfield School.

**The Role**

Mowden Hall is seeking a temporary Nursery Key Worker from Monday 2nd November 2020 for six months in the first instance, to cover a period of maternity leave. Qualified to NVQ Level 3 or above, you will be a key worker to a small group of children between the ages of 3 and 4 years. You will assist with the planning of the curriculum and establish suitable activities for the children to create a safe, stimulating and organised environment.

Our Nursery is term time and opens between 8.00am and 6.00pm. School lunches and regular breaks are provided, and our staff enjoy generous holidays of up to 19 weeks per annum.

**To apply for this position please contact [info@mowdenhall.co.uk](mailto:info@mowdenhall.co.uk) for an application form, cvs will not be accepted. Closing date for applications is 12.00pm on Friday, 9th October 2020. No agencies please.**

*Mowden Hall School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service*



MOWDEN HALL SCHOOL

## **Job Description**

### **Nursery Key Worker (Temporary to cover maternity leave)**

The following job description is non-contractual and not exhaustive. It is intended to give an indication only of the main areas of focus and responsibility.

**Reporting to:** The Head of EYFS

**Salary Scale:** Mowden Hall Salary Scale circa £21,000

**Job summary:** To work as a key worker under the direction of the Head of EYFS to provide safe, high quality education and care for young children.

### **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	National Vocational Qualification Level 3 or equivalent	
<b>Experience/Knowledge</b>	A passion for teaching Enthusiasm and interstate in the development of young children. Good subject knowledge Good understanding of the relevant curriculum Relevant classroom teaching experience	

<p><b>Teaching and Learning</b></p>	<p>Continue to improve teaching and learning</p> <p>Ensure standards of behaviour are met at all times</p> <p>Good communication skills with staff, students, parents and support staff</p> <p>Commitment to the role of a key worker</p> <p>Commitment to safeguarding and the welfare of children</p> <p>Commitment to continued professional development</p> <p>Strong interest in the role of ICT in teaching and learning, especially the use and implementation of Google Classroom and associated applications</p> <p>Strong interest in working outdoors in a variety of climates.</p>	<p>Innovative approach to curriculum delivery</p> <p>Drive initiatives and generate ideas</p>
<p><b>Skills and Attributes</b></p>	<p>Develop and maintain good working relationships</p> <p>Work as part of a team</p> <p>Act as a role model for staff and students</p> <p>Willingness to participate in a range of co-curricular activities</p> <p>Contribute whole-heartedly to other aspects of school life</p> <p>Develop and maintain good working relationships</p>	<p>The ability to offer extra curricular activities</p>

<b>Personal Qualities</b>	Ability to motivate and inspire students Enthusiasm Passion for teaching Excellent interpersonal skills Ability to reflect and self assess Ambition Stamina and emotional resilience Commitment to the ethos and values of Mowden Hall	
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### **Responsibilities**

- To help keep full records of attendance and progress of all pupils taught, including formative and summative assessment and individual pupil targets
- To ensure individual needs are met through appropriate use of differentiation
- To contribute towards the production, upkeep and updating of curriculum resources
- To ensure appropriate resources and materials are available for pupils
- To take responsibility for classroom and designated corridor displays
- Be familiar with relevant legislation.
- Ensure relevant records are accurate and up to date.

### **Liaison**

- To write reports and to discuss pupils with their parents
- To liaise with other members of the Pre Prep School staff and keep informed of major changes in the national curriculum and current educational thinking
- To liaise with other class teachers in relation to academic and pastoral matters
- To support and liaise with specialist teachers as required
- To attend staff meetings and other meetings as required
- To attend INSET meetings, courses and conferences as required
- To liaise with the Reception class teacher to ensure a smooth transition between classes

### **Pastoral**

- To display commitment to the protection and safeguarding of children and young people
- To uphold the ethos of the School
- To act as key worker to a group of pupils with a range of abilities and needs
- To provide leadership, pastoral care and maintain discipline, particularly in relation to the class
- To liaise with the Head of EYFS as appropriate on pastoral matters

## **Other Responsibilities**

- To participate in organisational and administrative tasks, such as staff duties (if required).
- All members of staff are encouraged to attend major school events, particularly if they involve pupils for whom they have responsibility
- To be involved in extracurricular activities.
- To participate in arrangements for their own further training and professional development.
- To give a good impression of the School when representing it and in discussion, inside or outside the school, with individuals and outside agencies.
- To review performance annually in discussion with the Senior Management Team
- To work as part of a team
- To participate in the School's extracurricular programme
- To ensure all equipment is in a safe condition, complying with health and safety regulations and ready for use by the pupils
- To ensure all risk assessments are completed
- To attend/contribute to school working parties/review bodies
- To undertake lunchtime, break time and other duties as required
- To adhere to School procedures outlined in the Staff Handbook and Policy documentation
- To contribute to the School's appraisal process
- To undertake any other duties as deemed appropriate by the Head of EYFS
- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.