



Clifton High School

CANDIDATE INFORMATION
EARLY YEARS PRACTITIONER



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BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully



JOB DESCRIPTION

Job Title: Early Years Practitioner

Department: Hive Pre-School

Reports to: Head of EYFS

GENERAL QUALITIES

The Clifton High School Early Years Practitioner will have a professional attitude and strive to maintain very high educational standards. They will have a strong regard for children's safety and wellbeing, always putting the child first. They will provide a high level of support for the education, social and physical needs of the children and have the ability to motivate and inspire.

SAFEGUARDING

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

TERMS AND CONDITIONS SPECIFIC TO THE ROLE

The Hive Pre-School is open across the school term-time and some additional weeks in the holidays. It is closed for between 8-9 weeks per year - bank holidays, each half-term, approximately one week at Christmas and Easter, and approximately two weeks in the summer.

There is a pension scheme for all Business Support Staff and a school fee remission scheme is available. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.



MAIN RESPONSIBILITIES

Supporting children to learn as effectively as possible :

- Clarify and explain instructions
- Ensure the child is able to use equipment and materials provided
- Recognise and respond to children's individual needs
- Motivate and encourage the child as required
- Identify individual children's needs and contribute towards assessment of developmental progress
- Work with children in EYFS in all areas of the EYFS Framework
- Assist in planning and preparation of classroom resources and activities, and the evaluation of these activities
- Meet physical needs as required whilst encouraging independence; assist children with their self-help skills and personal, social and emotional development - parting happily from carer, dressing, taking care of belongings, toileting, eating breakfast, snack, lunch and tea
- Liaise with the class teacher to support the implementation of Individual Education Plans (IEPs)
- Work in a supportive relationship with the Class Teachers, Early Years Practitioners and other members of the Infant and Juniors team
- Work with knowledge and confidence with the EYFS Development Matters and Birth to 5 Matters
- Be able to resolve conflict following the 'Clifton High School Conflict Resolution Steps' (training will be provided)
- Have thorough knowledge of age-related expectations of children, the main teaching methods and the assessment frameworks in the areas of learning/subjects and age ranges in which you are involved
- Understand the aims, content, teaching strategies and outcomes for lessons/activities in which you are involved
- Use ICT to advance children's learning and use common ICT tools for personal and children's benefit
- Develop methods of promoting/reinforcing the children's self-esteem
- Encourage acceptance and inclusion of children with special needs
- Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with the School's behaviour management policies and encourage children to take responsibility for their own behaviour
- Have high expectations of all children regardless of their educational needs or aptitude, respecting their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement

MAIN RESPONSIBILITIES CONT.

- Supervise children in and out of class activities
- Escort individual children and classes around the School site or take a child to see the School Nurse
- Participate in staff meetings and teacher/Early Years Practitioner meetings as agreed
- Support Open Days and other key events in the School Calendar
- Assist with cleaning up spillages and changing nappies
- Be punctual, appropriately attired and a good role model for the children
- Agree to any reasonable requests made by the Head of EYFS

Supporting General Teaching within the Infant School:

- Assist with teaching groups of children or individuals as directed by the class teacher
- Contribute to the records of evidence of children's progress using Tapestry
- Assist with any personal or medical needs of the children that may arise
- Provide regular feedback about the children to the teacher
- Accompany children on off-site activities such school trips, sports activities and Forest School
- Assist with displays, filing, tidying, photocopying and the maintenance of resources

Supporting the School:

- Attend planning meetings, staff meetings and relevant CPD as requested
- Participate in the School's Performance Management and Supervision arrangements
- Improve own practice through observation, evaluation and discussion with colleagues
- Adhere to all Clifton High School policies and procedures
- Assist in the implementation of the School's policies towards discipline, child protection and health and safety
- Be aware of confidentiality in issues of home/child/teacher/school work
- Communicate with parents with regard to organisational matters at the request of the class teacher
- Assist with other classes as and when necessary
- Take part in the duty rota on a regular basis and be flexible when the need necessitates
- Participate in and help with any outings or visits the class might undertake
- Be prepared to volunteer to assist in any aspect of school arrangements commensurate with the level of the role
- Be responsible for own self-development on a continuous basis and source CPD courses relevant to both the School Development Plan and own personal targets set with the Head of Department

MAIN RESPONSIBILITIES CONT.

Communications - Relations with Parents and the wider community

- Establish effective links with parents
- Liaise and work effectively with colleagues
- Promote the ethos of Clifton High School in the wider community

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.



PERSON SPECIFICATION

Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none">• Good interpersonal skills• Effective and accurate verbal and written communication skills• Ability to work towards the creation of a caring and safe environment• Proven ability to work as part of a team• Ability to attend to children’s physical needs effectively• Excellent high level IT Skills• Excellent subject knowledge of the EYFS Framework in all Prime and Specific areas <p>Desirable</p> <ul style="list-style-type: none">• Ability to evaluate Assessment Data• Proven skills in organising activities to achieve defined targets
Experience	<p>Essential</p> <ul style="list-style-type: none">• Proven experience providing of recent and successful supporting class or in a pre-school setting• Experience in identifying individual children’s needs and contributing towards assessment of developmental areas <p>Desirable</p> <ul style="list-style-type: none">• Experience of working in a variety of different Early Years settings• Use of ‘Tapestry’ or a similar software package for evidencing pupil learning
Qualifications	<p>Essential</p> <ul style="list-style-type: none">• Possess excellent numeracy and literacy skills (minimum level 2, ideally with a GCSE C grade English Language and Mathematics) <p>Desirable</p> <ul style="list-style-type: none">• Level 3 qualification in Early Years (e.g. Level 3 NVQ Teaching Assistant Qualification, NNEB, CACHE Diploma in Childcare and Education, BTEC National Diploma in Childcare Studies)• Paediatric First Aid Certificate• Forest School Training• Food Hygiene Certificate
Attitudes and Outlook	<ul style="list-style-type: none">• Punctuality, the ability to work under pressure and a capacity for hard work• Appreciates the needs of the whole school• Positive and proactive approach to change and a commitment to continuous improvement• Friendly, approachable, team player is essential



CLIFTON HIGH AS A BUSINESS

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. Our parents are our customers and are making big financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our parents very much value this; indeed, it is an important reason why they choose us. Competition to attract pupils is high and as such we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School and embrace and reinforce our ethos and values.



Being a Clifton High Employee

Working at Clifton High School involves a commitment to the vision, culture and heart of the School; all staff work with colleagues to ensure that the School fulfils its aims.

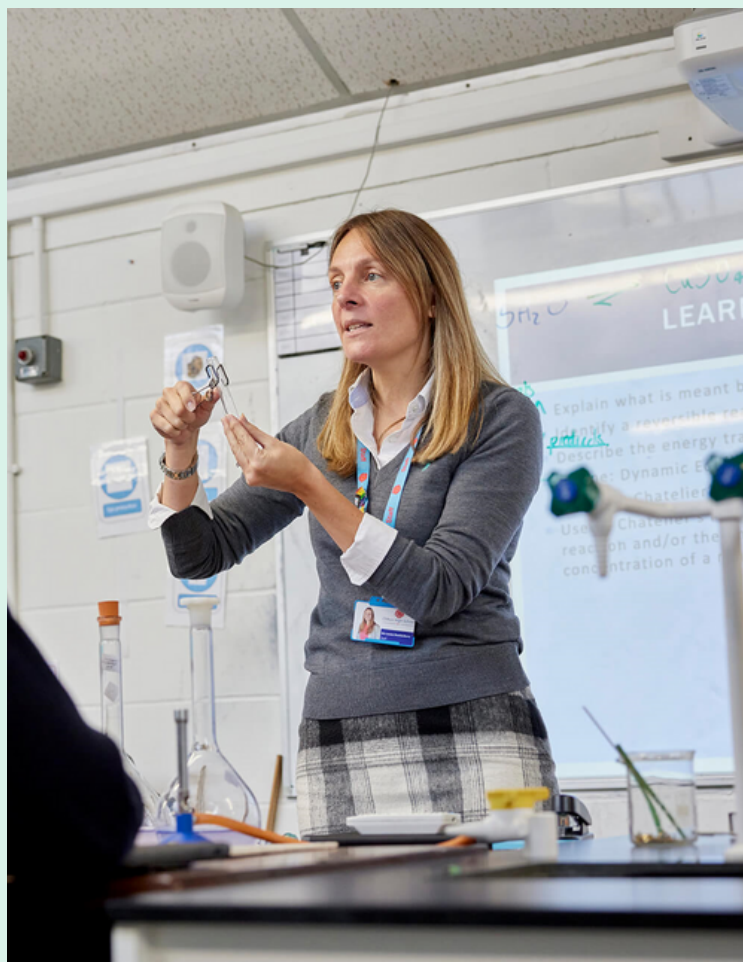
Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make a significant contribution beyond it. All staff enrich and strengthen the wider life of the school by undertaking duties and offering and supporting activities or clubs. As role models for our young people, you are encouraged to show planned and focused career development.

Whilst focusing priority on excellence in the teaching and learning of our young people, as well as their personal development; staff are also encouraged to learn new skills and advance their own professional growth. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge .

We very much want every individual, whether part of teaching, support, business administration or otherwise, to feel that they belong to our community and share our common goal with the health, safety, well-being and education of our young people at its core. Realising Individual Brilliance is not just for the pupils, but for everyone at Clifton High.

What do we have to offer you?

- Committed and supportive staff
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos and school values that our children and team carry for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We want to encourage a natural and joyful interest in our pupils that inspires playful exploration and discovery in the world around them



LOVE

We want children to understand and appreciate the importance of showing love and respect; not only to fellow humans, but to the world around us.



EMPATHY

We place huge importance on our ability as humans to put ourselves in other people's shoes and show compassion towards them.



DIRECTION

We believe in guiding and supporting individuals to discover their own unique brilliance and helping them find the right path to fulfil their potential.



OUR STRATEGIC AIMS

At Clifton High School, our aims are based around six key areas:

- Raising Expectations and Academic Outcomes
- Mental and Physical Wellbeing
- Technology for Learning and Communicating
- The Business of Education
- Learning and Teaching
- Our Environment



Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH**