



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 future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



JOB DESCRIPTION

Job Title: Early Years Practitioner

Department: Hive Pre-School

Reports to: Head of EYFS

PRIMARY PURPOSE OF THE ROLE

The primary purpose of the role is to support children to learn as effectively as possible, to motivate and encourage, to recognise and respond to individual needs and to support the development of practical skills, self-esteem and independence. The postholder will be Level 3 qualified in Early Years and will be able to work with knowledge and confidence with the EYFS Development Matters and Birth to 5 Matters.

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

Clifton High School staff are committed to safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. The post-holder 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 operates during term time and for additional weeks in School holidays. The setting is closed for approximately 8-9 weeks per year, including bank holidays, half terms, and set periods at Christmas, Easter and summer.

This role is offered on a Term Time Plus basis, and the hours of work are:

Term Time

- 3 days per week, 8.30am-4.30pm (22.5 hours per week)
- Working days set on a two-week rota

Out of Term Time

- 5 weeks per year
- 5 days per week, 6 hours per day (30 hours)
- Shifts of either 8.00am-2.00pm or 11.00am-5.00pm

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. Especially helping them part 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 Junior School 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

MAIN RESPONSIBILITIES CONTINUED

- 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
- 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:

- 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

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><u>Essential</u></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><u>Desirable</u></p> <ul style="list-style-type: none">• Ability to evaluate Assessment Data• Proven skills in organising activities to achieve defined targets |
| Experience | <p><u>Essential</u></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><u>Desirable</u></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><u>Essential</u></p> <ul style="list-style-type: none">• Level 3 qualification or above from this list only: Early_years_qualifications_list.xlsx• Possess excellent numeracy and literacy skills <p><u>Desirable</u></p> <ul style="list-style-type: none">• Paediatric First Aid Certificate• Food Hygiene Certificate |
| Attitudes and Outlook | <ul style="list-style-type: none">• Punctual and able to work under pressure• 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 SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large 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 Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. 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, embracing and reinforcing our ethos and values.



BEING A CLIFTON HIGH SCHOOL EMPLOYEE

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

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

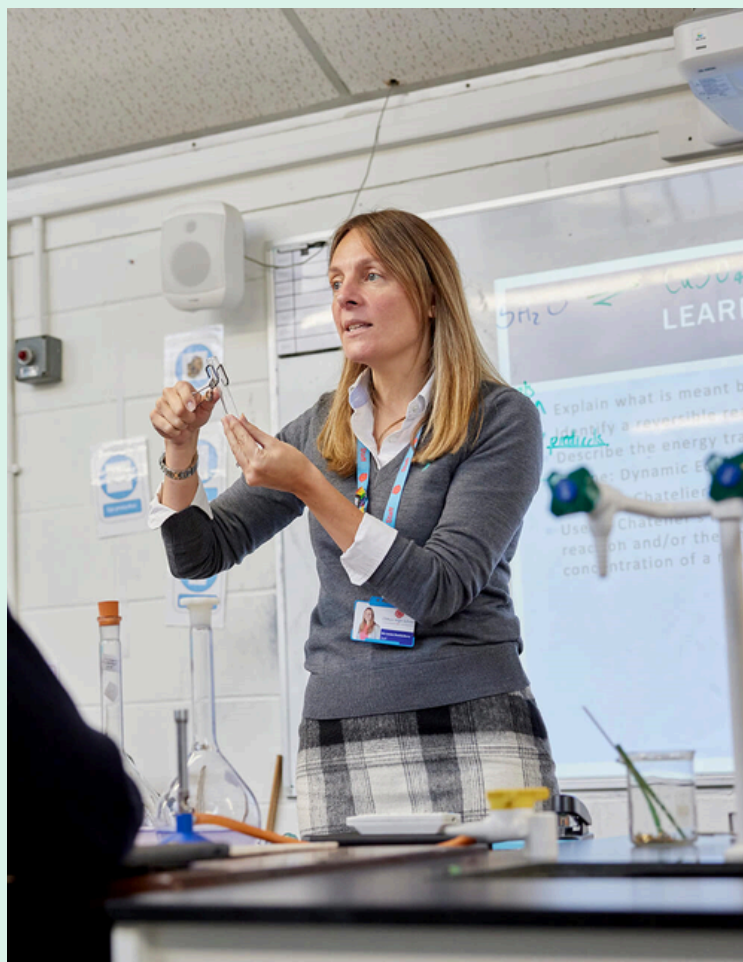
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also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

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of 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 School.

What do we have to offer you?

- A committed and supportive staff community
- 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 with School values that our children and staff members carry with them 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 educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.



OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive



Clifton High School

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