



# **Early Years Practitioner - Key Worker Candidate Information Pack**





## The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group. It is a Christian school with worldwide connections and interests, having been founded in 1868 within the mainstream evangelical tradition.

Monkton Combe School is seen by parents to be a caring community which fosters a balanced education, as well as encouraging the pursuit of individual excellence. It is a friendly school where pupils develop their personal values in the context of a community where tradition, creativity and adventure are positive features. The expression of the School's ethos can be found in many fine examples of Monktonians achieving positions of leadership in the church and in other areas of life both nationally and internationally.

Monkton seeks to be a caring and well-ordered community which fosters a balanced education as well as encouraging the pursuit of individual excellence. It is a friendly school which believes in traditional values. The confidence, integrity, sensitivity and ambition of our pupils are priorities and we are eager to educate character, as well as intellect. It is expected that all full-time members of the Common Room will be committed to the concepts and challenges of boarding school life, wishing to contribute widely outside the classroom within pastoral, sporting and other extracurricular spheres.



### **Prep School**

Monkton Prep School was founded over 130 years ago. The site is located within an area of outstanding natural beauty, is less than a mile and a half from Bath city centre and within easy reach of London, Cardiff and Southampton via an excellent train service. Pupils enjoy a broad and excellent programme



within the framework of outstanding pastoral care, both for boarders and day pupils. Flexi-boarding is also an option many pupils choose at some stage during their time at the school.

The Prep School is led by Catherine Winchcombe. The Prep staff team is strong and cohesive and committed to providing excellence throughout the School, where possible collaborating with the Senior School staff.

Facilities include an indoor, four lane, 25m swimming pool, a 300 seat auditorium, one full-sized and one half-sized astro pitch, tennis courts, outstanding sports pitches, an ICT suite, two science labs and a magnificent view over the Somerset hills to the South West..

Monkton Prep is a caring and vibrant community which fosters a balanced, all-round education as well as encouraging the pursuit of individual excellence. It is a friendly school which believes in traditional values. The confidence, integrity, sensitivity and ambition of our pupils are priorities and we are eager to educate character, as well as intellect, aiming to instil in the pupils a lifelong love of learning.

The Prep staff team is strong and cohesive and committed to providing excellence throughout the School, where possible collaborating with the Prep and Senior School staff.

**Our Vision:** Monkton inspires young people to become confident, kind and ambitious adults who live fulfilling lives.

**Our Mission:** Monkton thinks differently. We start with a proactive pastoral environment to develop academically strong enthusiastic learners within a living Christian ethos.

**Our Values:** Confidence, Integrity, Humility, Service



## The Role

Monkton is seeking to appoint a full time Early Years Key Worker who is comfortable and passionate about being responsible for a small group of children to help them feel safe and cared for. You will be responsible for observing and developing pupils' learning within the Early Years. As the successful candidate, you will hold a Level 2 or ideally a Level 3 Early Years qualification and will be seeking to develop and support in a school that grows fruitful people through innovation and a commitment to professional growth, and prioritises positive relationships over systems.

This role would suit an enthusiastic key worker to support individuals and groups of students to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment.

This role is a full time role Monday to Friday. The working hours are 37.5 or 41.5 hours per week; 8am-4pm 3 days a week (15 minute morning break and 30 minute lunch break) and 2 longer days either 10am-6pm or 8am-6pm (15 minute morning break, 30 minute lunch break and 15 minute afternoon break). The role is for 41 weeks per year (including holiday pay) and the salary offered will be £12.12 per hour, £18,635 or £20,622 per year (depending on hours worked).

For any candidates who are interested in picking up additional work in the school holidays, there is an option to support with our holiday provision via our Leisure Centre - Monkton Minis and Muckers. This is an optional role to apply for and is in no way an expectation or requirement of this Early Years Key Worker position.

### Responsibilities:

- To understand and support the ethos of the School, its Mission, Vision and Values, and carry this through into personal working practice
- To maintain high personal and professional standards in all work, activities engaged in and build positive relationships with staff, pupils and parents.
- To maintain the confidentiality of all information received as a result of working within the school
- Under the direction of the Head of Prep and Assistant Head Lower School (Nursery to Year 4) to support the effective education of the pupils in your care



- To support the pastoral work in the school by developing good, positive relationships with children in your care which build their self-esteem, thus contributing to their effective learning
- To ensure positive behaviour of all children in your care (in line with the School's behaviour policy), helping to develop within them positive attitudes towards themselves, adults, peers, property and learning
- To maintain good relationships and communication with parents and pupils
- Provide support for learning activities by making a contribution to supporting the room leader in the planning and evaluation and supporting the delivery of learning activities
- To provide detailed and regular feedback to room leaders on childrens' achievement, progress and needs
- To lead small group sessions and interventions as appropriate
- To attend to the childrens' personal needs where required, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To assist with the supervision of children out of lesson times, including playtimes and undertaking lunchtime duty
- To establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- To promote the inclusion and acceptance of all children
- To prepare and maintain equipment/resources as directed by the room leader and assist children in their use
- To undertake children's record keeping as requested
- To attend relevant meetings as required
- To accompany teaching staff and children on visits, trips and off site activities as required

(Note: The postholder may be reasonably required to perform duties other than those given in the job description for the post, the particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility involved.)



## Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
<b>Qualifications</b>	Qualified Early Years Practitioner - Level 2  Level 3  A commitment to professional development	 √   √	  √
<b>Experience</b>	Experience of working directly with young people in an education or training environment, supporting the learning of students  Previous experience working in a similar role in a school  Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels	 √  √  √	
<b>Knowledge And Understanding</b>	Equal Opportunities, Health and Safety, SEND and Child Protection  Basic knowledge of SEND and learning barriers  Some knowledge of strategies in working with young people and Early Years	 √  √  √	
<b>Skills</b>	Ability to communicate well and establish firm and consistent boundaries  Relate to children with an understanding in an open, calm and friendly way	 √  √	



	ICT Literate	√	
	Experience of using Tapestry or similar online Early Years assessment tool		√
	GCSE standard of English and Maths	√	
<b>Personal Attributes</b>	Good interpersonal and communication skills, with an excellent standard of written and spoken English	√	
	Ability to interest, encourage, motivate and engage children	√	
	Ability to maintain confidentiality; having tact and diplomacy where necessary	√	
	Patience, creativity and initiative	√	
	Sympathy with School's Christian ethos	√	
	Ability to work well within a team setting	√	
	Ability to be flexible and adaptable	√	

### Safeguarding

Monkton Combe 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 Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

### Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value differences, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.