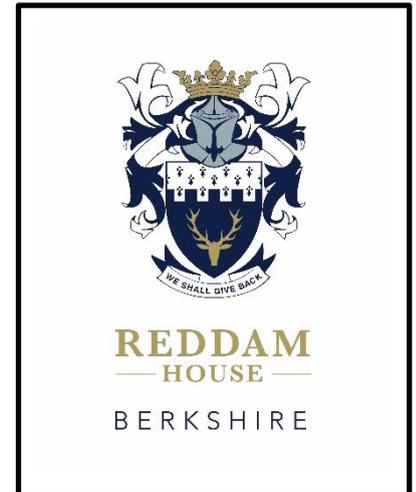


Job Description

EARLY YEARS EDUCATOR

Reddam House Berkshire – Early Learning School

Line Manager/Reporting into:	Head of ELS
Contract Type:	Permanent
Working Hours:	Part-time and full-time positions available (full-time being 42.5 hours per week, all year round)
Closing Date for Applications:	04 January 2022
Start Date:	As soon as possible



Reddam House Berkshire is seeking to appoint **committed and dynamic Early Years Educators** to work with children aged 3 months to 36 months providing care, play activities and supporting the EYFS assessment.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](http://inspirededu.com)

OUR SCHOOL

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Around 600 students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

www.reddamhouse.org.uk

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Free delicious lunch;
- School's pension scheme, as well as a death in service benefit;
- Staff at Reddam House are eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- On-site parking.

ROLE SUMMARY & JOB PURPOSE

We are seeking to appoint committed and dynamic Early Years Educators who will be working with children aged 3 months to 36 months providing care, play activities and supporting the EYFS assessment. You will need good communication skills at all levels in order to build relationships with children, parents and other members of school staff.

ROLE RESPONSIBILITIES

The principal responsibilities of the roles are:

- Be able to engage with, care for and inspire children;
- Contribute to the day-to-day organisation and smooth running of the Early Learning School;
- Be responsible at all times as part of the wider team for high standards of care and education of children between 3 – 36 months in accordance with statutory requirements;
- Assist the other staff in giving regular feedback to parents about their child's development and progress;
- Prepare the classroom indoors and outdoors and ensure that it is safe, clean and tidy at the start and end of each session;
- Manage behaviour effectively to ensure a good and safe learning environment which facilitates children's autonomous, independent learning and enable children to maximise their full potential;
- Establish and maintain good partnerships with colleagues, parents and carers, outside agencies and children including good home-school links;
- Work collaboratively and demonstrate a positive work ethic and strong team spirit.

Additional duties and responsibilities

- To carry out basic First Aid duties (training will be provided);
- Be prepared to attend training as necessary ensuring all legislative training is kept up to date;
- To observe and manage all Health and Safety requirements to maintain a safe environment for students, colleagues and parents;
- To establish effective working relationships with professional colleagues and other staff, as appropriate;
- To have a working knowledge of all relevant Policies and Procedures;
- To be committed to ensuring that every child is given the opportunity to achieve their potential and meet the high expectations set for them;
- To carry out any such task as shall be deemed necessary to the smooth running of the Early Learning School.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, or other members of Senior Management, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times.

PERSON SPECIFICATION**Outline of Key Abilities**

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, except for their qualifications; these will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications and Experience

		E	D	A	R	I
1.	NVQ level 3 qualification in either Early Years or are satisfactorily working towards it OR Hold another recognised qualification at NVQ3 level or above, for example NNEB qualification, degree with teaching qualification and QTS	✓		✓		
2.	Knowledge of and/or have taught the ELS school age range from 3 to 36 months with either knowledge of the Reggio Emilia approach or experience adopting this approach in a previous setting		✓	✓		
3.	Basic Food Hygiene and Paediatric First Aid Certificate		✓	✓		

Skills and Personal Attributes

		E	D	A	R	I
1.	To achieve and maintain high standards of care and consistent environments for children	✓			✓	✓
2.	Ability to communicate confidently with other professionals, parents and children	✓			✓	✓
3.	To be able to understand and meet the needs of individual children and families	✓			✓	✓
4.	To be flexible with regard to working hours to meet the needs of the setting	✓			✓	✓

5.	To be motivated and able to motivate children	✓			✓	✓
6.	The ability to form caring and trusting relationships with the children and their families	✓			✓	✓
7.	To report regularly and accurately on progress to parents in accordance with the reporting schedule set out by the school, including writing up observations for Learning Journals and maintaining a portfolio of work for your key children	✓			✓	✓
8.	To be an active learner with a desire to reflect upon how you teach and how your pupils learn	✓			✓	✓
9.	To ensure professionalism and confidentiality at all times	✓			✓	✓

HOW TO APPLY

An application/information pack can be downloaded from <http://reddamhouse.org.uk/> or TES.

Alternatively, for further details please contact vacancies@reddamhouse.org.uk

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.