



THE CHELSEA NURSERY
DA MIHI SAPIENTIAM



CAMERON VALE SCHOOL
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Recruitment: Nursery Assistant Level 3

March 2023

Cameron Vale School

Cameron Vale School is a prestigious independent preparatory schools for approximately 70 pupils aged 4 to 11 years old. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of London's top senior schools. It is an exciting time of change and growth for the school, with the addition of a Baby Room as part of the 50 week nursery, The Chelsea Nursery, which takes children from 6 months to pre-Reception.

Our staffing team are critical to the school's continued success and the school has made some excellent recent appointments. We are delighted to have welcomed our new Headmistress, Mrs Alison Melrose, to the school in January. She has an outstanding track record including founding Prince's Gardens Preparatory School, being a member of IAPS and ISA as well as Headship at Broomwood Hall and working with the Cognita, the global schools group. We have recruited a new Head of EYFS who also joined the team in January.

Cameron Vale is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world, supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

Cameron Vale School

Location

The School is located just off the King's Road in Chelsea, easily accessible by foot, bus, tube and train.

Facilities

The School is based in a tall Victorian House with a small outdoor garden for playtimes. Cameron Vale has recently opened a new nursery floor which is a welcome addition in the local community.

Pastoral care

The School is renowned for its nurturing ethos and the care of each individual pupil, an approach that underpins the success that pupils show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful pupils.

Co-curricular activities

We offer a wide range of activities with after-school activities and clubs for older pupils and wrap-around care for those attending The Chelsea Nursery.

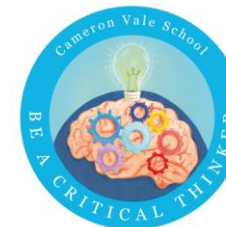
Destination of leavers

Each year, Class 6 leave for well known London day schools as well as boarding schools, with a growing number of scholarships. Many leave for Francis Holland, St Pauls, Wetherby and Godolphin & Latymer.

Cameron Vale School

The aims of the school and ethos are:

- Providing a warm, happy, family atmosphere
- Ensuring all children are valued and cared for as individuals
- Providing a challenging educational experience through a broad, balanced and enriching curriculum
- Offering high quality teaching that motivates and inspires children to develop a lifelong love of learning
- Encouraging children to be curious, creative and independent and not be deterred by challenge or failure
- Promoting our 5 Cs; curiosity, courage, collaboration, creativity, critical thinking, reflectiveness and ambition
- Celebrating success and achievement
- Generating opportunities for leadership



The Role: Nursery Assistant Level 3

- Reports to: SLT
- Working Hours:
 - 8am to 6.30pm
- Holiday:
 - 25 days annual leave
 - Bank holidays
- Benefits:
 - Cycle to work scheme
 - Staffroom, tea and coffee
- Salary: dependent on experience
- Permanent role

Main Responsibilities and Duties

Job Purpose

- To contribute a high standard of physical, emotional, social and intellectual care for children placed in the setting
- To assist the nursery practitioners in the care of the children.
- To implement the daily routine in the nursery class.
- Work with children in the setting and support their learning and development
- Work as part of the nursery team
- Liaise with Parents/carers at drop-off and pick-up.
- The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the pastoral and academic structure in the School.

Accountable to:

- Nursery Manager
- Headmistress

Main Responsibilities and Duties

Accountabilities

- To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff;
- To seek new ideas by online research (Twinkl, Pinterest and resource books) within the classroom under the guidance of the team leader/ class teacher;
- To observe the children and upload observations onto Blossom software to keep a proper record of achievement file on key children, for parents/carers;
- To contribute to the 'in the moment' planning sheets each day;
- Work alongside parents/carers of special needs children to provide full integration in the Setting;
- Support all staff and engage in a good staff team;
- Uphold standards within the Setting by adhering to all policies and procedures;
- Be responsible for the safeguarding of the children by working to Cameron Vale School's safeguarding Code of Conduct;
- Always follow Healthy and Safety procedures to keep everyone safe;
- Liaise with and support parents/carers and other family members;
- To attend out of working hours activities, e.g. training, monthly staff meetings, parents/carers evenings etc;
- To be flexible within the working practices of Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleaning of equipment etc;
- Work alongside the Nursery Manager and staff team to ensure that the philosophy behind The Chelsea Nursery and Cameron Vale School is fulfilled;
- Recording of and to make parents aware of any accidents;
- Look upon the Setting as a "whole" i.e. where can your help be most utilised.

Main Responsibilities and Duties

Accountabilities

- Be constantly aware of the needs of children;
- Ensure each child is collected by someone known to Setting;
- To respect the confidentiality of information received;
- To develop your role within the team especially with regard as a key worker;
- To undertake all ISI/ OFSTED required training set by the nursery (Prevent Training, Paediatric First Aid, Online Safety and Safeguarding);
- To read and adhere to all policies and procedures set by the nursery and school.
- The preparation and completion of activities to suit the child's stage of development;
- To ensure that mealtimes are a time of pleasant social sharing;
- Washing and changing children as required;
- Providing comfort and warmth to an ill child;
- To ensure the Setting is of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- To be aware of the high profile of the Setting and to uphold its standards at all times;
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.
- To be a role model when interacting with the children verbally and practically

Main Responsibilities and Duties

All staff are expected to:

- Work towards and support the school aims, values vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding pupils
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the annual review process, supervision meetings and training and development opportunities available.
- Undertake other reasonable duties related to the job purpose required from time to time. Undertaking any other duties which the Head may reasonably request

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Person Specification		Teaching Assistant - Nursery	
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Have relevant teaching assistant qualifications/NVQ Level 3 childcare/education qualification experience - a minimum of NVQ level 2 in childcare/education qualification Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C)	A positive approach to completing relevant short courses and qualifications Some understanding of the importance of Health & Safety and Food Hygiene in the workplace Completion of Safeguarding Awareness course First Aid certificate Completion of other relevant courses	Application form references and interview
Experience	Previous experience of caring for, or working with children in a voluntary or paid capacity	Experience of working with under 2s. Experience of working in an Early Years setting.	Application and references
Skills	Enthusiasm for working with young children An interest in the care, learning and development of young children A commitment to the provision of high-quality childcare A positive approach to learning and gaining new skills through teamwork and training opportunities	An understanding of the Early Years Foundation Stage Curriculum Knowledge of the National Standards for the regulation of Childcare provision	Application form references and interview
Knowledge	Good understanding of Early Years Foundation Stage. Understanding of safeguarding and pastoral issues	Ability to utilise teaching strategies to allow learners to make good progress compared to their previous attainment	Observed interaction with children, interview and references.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Application Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

Further Information

If you require any further information please contact Mrs Alison Melrose, Headmistress on 020 7352 4040 or email head@cameronvaleschool.com

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