



CROSFIELDS  
SCHOOL

# PRE-PREP CLASS TEACHER (NURSERY) Job Description

## Crosfields Now

Situated in over forty acres, Crosfields currently educates over 570 boys and girls between the ages of 3 and 13.

## Crosfields' Future

This position arises at an exciting juncture in the school's history. In 2007 Crosfields changed from being a boys' school to being co-educational. From September 2021 the school will be extending the age range from 13 to 16 and so this will be when the current Year 7 children are in Year 9. An ambitious building plan to create a new Senior School accompanies this vision and recently was given planning permission.

An exceptionally friendly school, Crosfields emphasises manners, kindness and good behaviour. The children benefit from a vast range of opportunities provided by a committed and talented staff enhanced by facilities which are second to none.

Though they are taught broadly, the children are also taught thoroughly. Crosfields is committed to the wellbeing and development of all our staff, offering a warm and supportive place to work.

The candidate will be working in a professional, welcoming and dynamic environment, where every day brings new challenges and developments.

### **Pre-Prep Class Teacher (Nursery)**

As a Nursery teacher at Crosfields you will be working as part of a thriving and busy Pre-Prep department consisting of two Nursery classes and three Reception, Year 1 and Year 2 classes with twenty pupils in each class.

The Nursery classes are situated within their own building with direct access to an outdoor area. The two nursery classes work very closely together and during child initiated learning the children move freely between the classrooms. Each class benefits from the support of two classroom assistants. The children regularly join with the rest of the Pre Prep for activities and make full use of the many whole school facilities.





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## Job Purpose

- To be responsible for teaching pupils, ensuring that planning, preparation, recording, assessment and reporting meet their varying needs
- To play a part in the life of the school and be an active and supportive member of the Pre-Prep team
- To maintain the positive ethos and core values of the school, both inside and outside the classroom

## Main Duties and Responsibilities

- Lead by example as a teacher, establishing high expectations, achieving high standards of pupil attainment, behaviour and motivation, through effective teaching
- Be aware of the up-to-date requirements of the Early Years curriculum and plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Create and manage a purposeful and stimulating environment, including effective classroom organisation where resources can be accessed appropriately by all pupils
- Promote high standards of behaviour, conduct and appearance among the pupils in accordance with the school's policies
- Provide high quality and effective pastoral care for pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Lead, organise and deploy support staff effectively within the classroom
- Carry out playtime duties and breakfast club on a rota basis and supervise the children whilst eating lunch
- Attend whole school, year group and subject specific staff meetings as required
- Liaise with Heads of Departments regarding the curriculum when appropriate
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Implement agreed school policies and guidelines and ensure that these are reflected in daily practice



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- Be responsible for reporting to parents on the children's progress, as well as communicating and consulting with parents regularly
- Communicate and co-operate with specialists from outside agencies
- Participate in staff development through the school's appraisal system and internal and external INSET
- Ensure that child protection procedures are understood and consistently followed
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- Recognise that health and safety is a responsibility of every employee and take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and school policies.
- Take part in extracurricular activities as appropriate
- Help with the marketing of the school as appropriate

Closing date: Thursday 26th March 2020

**We reserve the right to appoint before the closing date if a suitable applicant is found.**



# Pre-Employment Checks

All appointments will be subject to two satisfactory references (which may be taken prior to interview). Disclosure check by the Disclosure and Barring Service and medical fitness for the role. Where applicable overseas police checks and prohibition from teaching and management checks will also be completed. All checks must be completed before employment can commence at the School.

# Safeguarding and Child Protection

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

