



St. Margaret's Preparatory School



Preparing every child for a bright future

Candidate Brief: Nursery Practitioner



Contents

School ethos and values	3
A well-rounded education	4
Welcome to Cognita Schools	6
Job description	7
Person specification	9
Overview of employee benefits	10
How to apply	10

***"The pastoral and
academic needs of each
child are at the heart of
everything we do."***

Mrs Carolyn Moss,
Headteacher



School ethos and values

Preparing every child for a bright future

The ethos at St. Margaret's is to provide a high-quality all-round education, in a happy and caring family atmosphere, so that each child is well prepared for the opportunities and challenges that they will face in life.

Our aim is for every child to enjoy their learning journey, achieve their very best and to become responsible global citizens who can work together co-operatively and with respect for others.

At St. Margaret's, we are helping our children on their journey to become:



Joyful, creative and determined

At St. Margaret's we value creativity, allowing individuals to flourish and grow. We foster a love of learning and ensure that school life is fun, creating an environment where every child aspires to do their best.



Proud of our learning journeys

At St. Margaret's we provide a high quality education, where children can grow in knowledge and understanding and where achievements are celebrated.



Respectful Global citizens

At St. Margaret's we encourage independence, respect for others and personal responsibility, whilst promoting a sense of community and collaboration within the school and the wider world.



Kind, caring friends

At St. Margaret's we provide a nurturing, inclusive environment treating every child with the highest standards of courtesy, honesty and fairness, encouraging them to support others.



Confident communicators

At St. Margaret's we enable every child to communicate with confidence in every situation.

SAFEGUARDING OUR PUPILS

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.



St. Margaret's Preparatory School

The very best start

At St. Margaret's, little learners benefit from an early start to their educational journey in our specially designed nursery, providing a home-from-home environment. The Nursery children lie at the heart of our school and love interacting with the older children and adults, giving them a head start in cognitive, social, emotional and physical development. Our beautiful Nursery environment includes dedicated outside play areas in addition to the acres of grounds. Integration with the rest of the school is important, the children attend assemblies and performances and they also perform in front of parents and pupils, building their confidence at every step.

A well-rounded education

Parents who send their children to St. Margaret's know they can trust us to make education fun and stimulating. We help children to discover who they are and at the end of their time with us, all pupils leave for the senior school of their choosing - the right fit for them - with many being offered a scholarship, grammar school place or both at more than 16 senior schools across Essex, Suffolk and Cambridgeshire.

Creativity and the Arts

At St. Margaret's we regard participation and success in the Arts as important as academic achievement, where every child's creativity and performance is valued by staff, parents and pupils alike.



Music

Music is central to the culture of the school with class music lessons, led by our Director of Music in our dedicated Music Room, for all children from the Nursery to Year 6. Individual lessons in singing, piano and orchestral instruments take place in our three music 'pods' from Year 1 with one of our 13 visiting peripatetic teachers. A high number of music scholarships are applied for and accepted at various senior schools each year.



St. Margaret's Preparatory School

A well-rounded education



Drama

Drama is taught throughout the school as a part of English lessons and to Year 1 and Year 2 children by our LAMDA drama teacher. Children who love drama can have 1:1 lessons and take their LAMDA exams at school - in the last two exam sessions, 80% of our entrants were awarded distinctions for their performances.



Art

Art at St. Margaret's is led by a professional artist who is passionate about ensuring every child finds aspects of art to love. In a dedicated Art Room, we teach a range of techniques which include ceramics, textiles, 3D modelling, sculpture, photography, as well as different drawing and painting styles. We are very proud of our many Art & DT scholarships every year and our pupils develop rich, creative futures.

Sports



At St. Margaret's we consider sport to be an integral part of education and development. All children have a full sporting programme, taught by specialist sports teachers, and we encourage healthy competition in PE and Games. We have a strong tradition of sporting excellence and success. We compete in regional ISA events, and regularly represent the Eastern region in National finals. Each year a number of our Year 6 leavers are awarded scholarships for Sport to independent senior schools.



St. Margaret's Preparatory School

COGNITA

An inspiring world of education

Our global family

What kind of education genuinely prepares young people for the future? How can schools ensure their pupils are well-equipped to navigate the unknown paths ahead?

St. Margaret's Preparatory School is part of Cognita, an extraordinary network of diverse yet connected schools, spanning eight different countries. We share one common purpose: to create an inspiring world of education that builds self-belief and empowers individuals to succeed.

Together, we provide a uniquely global education that goes beyond grades to develop the skills young people need in order to embrace the opportunities - and challenges - they will face beyond school. Qualities like resilience and a global mindset, cultural awareness and collaboration - these, alongside strong academics, are at the heart of a Cognita education.

As a global family, we connect with each other to share expertise, insights and best practice across the world to help us develop rich learning environments in every school.

"A uniquely global education that goes beyond grades to develop all-round academic excellence"

When your classroom is the world, thinking big comes naturally. Our 80+ schools in Europe, Latin America and Asia equip young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world.





Role profile: Nursery Practitioner

PURPOSE

The Nursery Practitioner will be part of a dedicated and hardworking team that is committed to high quality care in our fabulous purpose-built nursery facility. St Margaret's pupils are bright, enthusiastic hardworking and a pleasure to teach. A wholehearted commitment to the academic and extra-curricular life of the School is an expectation.

KEY ACCOUNTABILITIES

Teaching, supervision and caring for pupils

- Provide a model of good practice for pupils (and colleagues) and treat each pupil with respect and dignity, whilst sensitive to individual needs, strengths and difficulties.
- Work with individuals or small groups of children under the direction of teaching staff/Head of Department.
- Attend to pupils' personal needs including help with social, welfare and health matters, including changing nappies, health and hygiene and first aid, in accordance with the school policies.
- Promote positive pupil behaviour in line with the school policies and help keep pupils on task.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Planning, preparing and delivering innovative and engaging lessons/activities.
- Communicating and consulting with parents in a proactive and professional manner. Maintaining good relationships with parents, outside agencies and the general public in upholding the school's image and supporting its work.
- Assist with the display and presentation of pupils' work throughout the school, and tidiness of all areas. Ensure that the classroom environment is colourful, purposeful and well organised.
- Carry out lunch and playtime duties and pre- and post-school care provision.
- Assist with escorting pupils on educational trips away from school which may be residential.
- Attend to staff notices, rotas, emails, staff meetings etc., as appropriate.
- Be familiar with and put into practice all school policies and procedures and keep up to date with development.
- To respect confidentiality at all times and under all circumstances.
- To be able to use initiative in the Nursery setting.



St. Margaret's Preparatory School

Assessment and reporting

- Maintaining accurate assessments and records on pupil development, progress and attainment in all areas of the Early Years Foundation Stage.
- Working with other EY staff to complete reports and references on individuals or groups as required.

Appraisal

- Participating in a performance management programme and supervision meetings.

Further learning and development

- Attend all staff meetings, in-service and other training courses as required, in order to promote personal and professional development. Some training courses may be out of normal working hours.
- Actively engaging in your own professional development.

Administration

- Participating in administrative and organisational tasks required to ensure effective delivery of curriculum and pastoral care.
- Undertaking supervision duties as required.

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required



PERSON SPECIFICATION

Essential

Desirable

Skills

- Good literacy, numeracy and ICT skills
- Good understanding of the EYFS
- Well organised, creative and innovative

Qualifications

- Cache Level 2 or equivalent
- Paediatric First Aid (or willingness to achieve this qualification within three months of taking up the post)
- Food hygiene training (or willing to achieve this qualification within three months of taking up the post).

- Cache Level 3 or equivalent

Experience

- Experience in working in Early Years education

Other

- An interest in continuous professional development.
- A willingness to become involved in the wider life of the School

Key Stakeholders

Internal - Headteacher, Head of Early Years, Leadership Team and colleagues

External - Parents

Signed: Name (print):

Date:



Overview of employee benefits

St. Margaret's aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

Our benefits include:

- Competitive salary
- Cycle-to-work scheme
- Eye tests
- Teachers' Pension Scheme
- School fees discount (conditions apply)
- My Staff Shop
- Cognita Care and Wellbeing
- Staff tea/coffee
- Lunch provided daily (term time only)

How to apply

We are delighted that you are interested in joining St. Margaret's. We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

Teaching candidates are evaluated on four key areas:

- High quality teaching practice
- Contribution to teaching and learning.
- Relationships with pupils, staff and parents
- Contribution to the whole school

To apply, please do the following:

Visit www.stmargaretsprep.com

Download and complete the application form

Email the application form and a covering letter to corinne.walker@stmargaretsprep.com

Please note: CVs are not acceptable for this role.



St. Margaret's
Preparatory School

Careers at St. Margaret's Prep

For all our latest vacancies, please visit www.stmargaretsprep.com

If you have any queries about a position, please contact us at

admin@stmargaretsprep.com

COGNITA

An inspiring world of education