



# HEAD OF NURSERY AND EARLY YEARS (Little Glendower)

INFORMATION FOR CANDIDATES

CLOSING DATE: FRIDAY 26TH NOVEMBER 2021

INTERVIEWS: MONDAY 6TH DECEMBER 2021



## About Glendower

Glendower is a leading London Prep School for 250 girls aged between 4 and 11. Glendower has a reputation for excellence and attracts, develops and inspires some of the country's best teaching talent.

The School comprises of two sections; the Lower School (Reception - Year Two) and the Upper School (Year Three - Year Six). Glendower is a London day school, and offers an excellent 'all-round' education comprised of specialised teaching, a rigorous sporting calendar and an abundance of extra-curricular opportunities for girls of all ages.

## Record of Success

Glendower has been rated 'excellent' in every area following our ISI Inspection (March 2020); which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and Extra-curricular activities, as well as the provision and quality of Pastoral Care.

Glendower has an outstanding track record in preparing its pupils for the top Senior Schools in the country. Schools frequently attended by our students consist of:

St Paul's Girls' School	City of London
Latymer Upper School	Godolphin and Latymer
Wycombe Abbey	St Mary's Ascot



## The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos. Glendower has a rich history of success and is very proud of its reputation as one of the leading Prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where daily Drama, PE and Extra-curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life.

## Little Glendower

Glendower Preparatory School is entering a new and exciting phase with the opening of a Nursery from September 2022. Little Glendower will occupy the newly developed Mews building adjacent to the main school and will share certain facilities with it. The Nursery will educate 32 girls from the term in which they turn three, until they start their Reception year at either Glendower or another school.



## The Vacancy

We are now looking to appoint an exceptional and experienced Head of Nursery and Early Years, who will help us with the final planning phase (for one term) and then Head up the Early Years team from September 2022. The post will involve some teaching as well as the leadership and management of the Early Years Foundation Stage.

We are looking for a visionary individual who will bring a creative element to the role and will embrace the forward thinking and innovative environment that we are seeking. If you believe you have what it takes to help to develop a leading Nursery in the heart of West London, we would be excited to hear from you.

Essentially, you will have drive, ambition and seek successful outcomes for the pupils and staff. You will foster a love of learning and inspire and engage all stake holders in this important phase of children's education. You will have an excellent understanding and knowledge of the EYFS and how to implement the regulatory requirements of this age group.

You will also be aware of how technology can be successfully and sensitively used with the youngest pupils and as well as to track academic and pastoral progress, communicate with parents and educate pupils and staff.

Crucially, as this is a brand-new Nursery, you will be responsible for drawing up the curriculum, developing timetables, setting up the learning environment and ensuring the health and safety requirements are met. You will also be responsible for continuity of curriculum delivery between Nursery and Reception, and ensure that the teaching is inspiring and stimulating with high expectations for successful outcomes, so that every girl is ready to transition to their preparatory school (with solid understanding of all concepts taught).

An appreciation of the whole school perspective and a clear understanding of the aims of an Independent Day School will be essential, as will showing flexibility and willingness to commit fully to the School during term time.

## Specific Responsibilities

The successful candidate will be expected to:

- Initially, to assist with the set-up of a new Nursery for 32 pupils over 2 classrooms in a new Nursery building
- To assist with the recruitment of new EYFS staff for the school
- To develop the Core EYFS vision, with creativity and high standards at its heart
- To be the lead for EYFS displaying expertise in a range of creative teaching methodologies to address pupils' early learning styles.
- Feed back any important information in whole school staff meetings
- Keep abreast of changes in the regulatory requirements of this age group and liaise with relevant agencies where appropriate
- Prepare for inspection and ensure that ISI school standards are met and adhered to
- Report back to governors on the ongoing success of the Nursery
- Liaise with the Registrar on admissions of new pupils
- Liaise with the Head of External Communications for the purposes of marketing the new Nursery, both before and after opening in September 2022
- Conduct the 4+ assessments (each January) for all pupils both from within Little Glendower and from other Nurseries
- Meet with prospective parents and conduct tours of the Nursery
- Liaise and work with other education providers to ensure that a degree of specialist teaching of some subjects takes place
- Teach lessons to Nursery pupils on a reduced timetable
- Conduct assessments (including Baseline assessments) for pupils in the Early Years and use these assessments to inform decision making on teaching and the delivery of the curriculum
- Conduct appraisal and performance management reviews for all EYFS staff
- Conduct regular mentoring sessions for EYFS staff
- Keep abreast of any changes or factors influencing nurseries both locally, nationally and internationally
- Attend CPD training and deliver INSET training where relevant
- To develop and creatively expand the indoor and outdoor Learning Environment to ensure opportunities for imaginary play and learning.
- To coordinate and evaluate continuity and progression across Nursery and Reception through shared practice and

## Head of Nursery and Early Years

- focused classroom observations.
- To be a Performance Management/ Appraisal Team Leader.
- To initiate, embrace and manage change positively in line with the School's vision
- To ensure all staff understand the EYFS curriculum and implement strategies to regularly track value added across Early Years and monitor standards to inform school review.
- To build capacity for self-evaluation and developmental priorities and strategically plan improvements in Early Years practice.
- To be a key contributor to the Leadership Team from time to time, supporting the methods and standards of the school and determining its needs and priorities.
- To be responsible for the implementation and evaluation of agreed development strategies on the School Improvement Plan in terms of measurable success criteria.
- To build a collaborative Early Years team, reacting to staff needs through mentoring and mutual support.
- To extend parental links and home/school partnerships in terms of EYFS expectations, curriculum understanding and methodology.
- To be reflective leader, displaying professionalism and commitment to all areas of school life.
- To lead Early Years staff in the delivery of the curriculum and hold them to account
- To inspire children to become active participants and independent learners.
- Excellent classroom practitioner, in terms of planning, challenging gifted pupils, innovatively supporting special needs and creatively organising the learning environment.
- Experience of creating a stimulating classroom and differentiated learning environment.
- Knowledge and understanding of the development of children between the ages of 3 – 7
- Ability to forward plan, organise, communicate, and evaluate effectively.
- Sound knowledge of the new EYFS curriculum areas and National Curriculum.
- Knowledge and experience of assessment procedures, moderation, and evaluation in Early Years.
- Ability to safeguard and promote the welfare of children, forming and Maintaining appropriate relationships and personal boundaries



## Additional Key Information

This post is for a Summer term start in April 2022.

For the first term, the successful applicant will work on the set up of the new Nursery, purchasing new equipment and completing the furnishing of the two classrooms. Work will also need to take place on EYFS policy, teaching timetables, recruitment and marketing. Some work will need to be conducted during the Summer holidays of 2022 to enable the Nursery to be ready for opening.

After September 2022, the successful applicant will run and manage the Nursery and Early Years as well as teach some lessons in the Nursery on a term time only contract.



## Key Criteria Essential

- Qualifications
- Early years teacher status (EYTS)
  - Evidence of recent professional development
  - Sound knowledge of the development of children's learning

- Experience
- Successful prior leadership within an EYFS setting
  - Successful teaching experience in the Early Years Foundation Stage
  - Experience of successful and co-operative working as a member of a team.
  - Excellent knowledge of the EYFS Framework.
  - Track record over time of raising pupil achievement.
  - Track record of actively promoting safeguarding procedures in a school.
  - Evidence of developing leadership skills within school in the past year.

- Knowledge
- Detailed knowledge and understanding of the Early Years Foundation Stage curriculum.
  - Ability to communicate effectively in a variety of situations and with all stakeholders.
  - Good ICT skills and ability to use effectively in all aspects of the role.
  - Curriculum/provision management - planning, delivery, and assessment.
  - Ability to interpret and analyse relevant data and produce action plans.
  - Experience, knowledge and understanding of education partnerships.
  - A clear vision and understanding of the needs of all pupils in order to 'close the gap' in learning between pupil groups.
  - Understanding and knowledge of current issues in education, especially EYFS

## Desirable

- Foundation Degree or BA in Early Years (B.Ed)
- Qualified teacher status (QTS)
- Early years professional status (EYPS)
- Pediatric First Aid training qualification (This can be completed if appointed)

- Teaching experience in Key Stage 1

- Ability to develop and maintain a supportive and caring emotional environment for young children
- Knowledge of the Early Years SEN Code of Practice
- Ability to incorporate characteristics of effective learning into all aspects of provision.



**Key Criteria Essential**

**Desirable**

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| Skills and Abilities | <ul style="list-style-type: none"><li>• Creative, engaging and organised with the ability to respond to change in a calm and effective way.</li><li>• Ability to demonstrate an enthusiastic, sensitive and resilient approach towards the leadership role in our staff team.</li><li>• High quality care, guidance and support for pupils and parents.</li><li>• Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community.</li><li>• A track record of making learning fun and exciting for all children ensuring all children develop a real desire for learning.</li></ul> | <ul style="list-style-type: none"><li>• Previous experience of setting up a Nursery or similar provision</li></ul> |
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| Work Related<br>Personal Qualities | <ul style="list-style-type: none"><li>• Be an effective team player who works collaboratively and effectively with others</li><li>• Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences</li><li>• Support, motivate and inspire both colleagues and pupils by leading through example</li><li>• Suitability to work with children</li><li>• Confidence, warmth, sensitivity, reliability and enthusiasm</li></ul> |
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| Equal<br>Opportunities<br>and<br>Commitment | <p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"><li>• safeguarding and child protection</li><li>• equalities</li><li>• promoting the school's vision, values and ethos</li><li>• high quality, stimulating learning environment</li><li>• relating positively to and showing respect for all members of the school and wider community</li><li>• ongoing relevant professional self-development</li></ul> |
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## School Aims

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two.

During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.



### Responsibility

Students are responsible for their words and actions, and any consequences these may have.

### Resilience

Students learn from their mistakes and persevere when they find tasks difficult.

### Relationships

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

### Readiness

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions.

### Resourcefulness

Students can use their imagination and think creatively.

### Reflection

Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others.

## The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org) by Friday 26th November 2021.

Successful candidates will be contacted to attend an interview on Monday 6th December 2021.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.





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