



FARLEIGH

**Kindergarten Practitioner
Candidate Information Pack
Full time, Permanent
Starting as soon as possible**



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Kindergarten Practitioner at Farleigh School.

Farleigh has grown over the last decade into a school of which we are very proud, with over 440 boys and girls, aged 3 to 13. It is a wonderful environment in which to work with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Kindergarten Practitioner.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Advisor, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Kindergarten Practitioner

Farleigh Kindergarten is renowned for the partnerships we build with our parents and families. We want children to feel known, understood, safe and cared for.

Farleigh School is inviting applications from candidates who are passionate about Early Years childhood education for this full-time position within our purpose built, modern, light, spacious well-resourced Pre-Preparatory School.

The role is full time from 8.00am - 4.45pm with core working weeks for the 34 weeks of term (including INSET days), with an additional 10 weeks of holiday clubs run at Farleigh School during half terms, Christmas, Easter and the Summer.

The ideal candidate will:

- be kind, warm and nurturing to all, with a positive and enthusiastic attitude
- have appropriate qualifications for the standard of the post
- be willing to work as part of a team and independently
- have excellent organisational, interpersonal and communication skills
- be able to forge good relationships with pupils, parents and staff
- be willing to embed the Catholic ethos of the school, and follow the Mission Statement in all aspects of school life

Job Description: Kindergarten Practitioner

Responsible to: Head of Pre-Prep, Kindergarten Co-ordinator, Headmaster

Purpose of the job: to work as part of a team to deliver and meet the requirements of the Early Years Foundation Stage for all children

Particular Tasks & Responsibilities:

- Where applicable, to keep records of your Key Children's development and learning journey and to share with the child's parents etc
- Support all staff and engage in creating a cohesive team
- To develop and maintain strong partnerships and communication with parents/carers
- To ensure the provision of a high-quality environment, to meet the needs of individual children, having an awareness of any disabilities, family cultures and medical histories
- To advise the Kindergarten Co-ordinator of any concerns, ensuring confidentiality is adhered to
- To be flexible within the working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To be a key person to an allocated number of children and their families.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job
- To be aware of the high profile of the setting and to always uphold its standards, both during work hours and outside
- To lead the provision of Pre-Prep Holiday Clubs at Farleigh Kindergarten, supported by other members of the Pre-Prep team.

Qualifications and experience

- Full and relevant Level 3 qualification in Early Years Education as a minimum
- GCSE grade 4 (old Grade C) or above in Maths and English
- Sound knowledge of EYFS
- Sound knowledge of and commitment to contributing to a safeguarding and health and safety culture

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- a competitive salary dependent upon skills and experience
- membership of the school's pension scheme
- membership of the school's Life Assurance scheme x 3 annual salary
- access to Help@Hand Employee Assistance Programme and shopping discounts
- free school meals during term time
- professional development support and opportunities
- free car parking
- supportive colleagues and an outstanding working environment
- a beautiful setting in which to work
- access to staff social events

To apply for this position, please complete the academic staff application form and return it to Deborah Jones, the HR Advisor at hr@farleighschool.com as soon as possible.

Applications will be accepted until the position is filled, therefore early application is encouraged.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.