



ALDENHAM
— PREP SCHOOL —

Early Years Practitioner





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at

school when they are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation has a shared governing body and is led by a Head of Foundation and Heads of the three individual schools.

Aldenham School educates around 680 boys and girls (1-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3- 1 yrs) on the Aldenham Campus. St Hilda's School, Bushey, educates around 150 (girls only, 4- 1 yrs) and Bluebird Nursery boys and girls (2-4 yrs) is based on a separate site around 4 miles away

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

Mrs Sarah Galpin Head of Prep School



Our wonderful Prep School is based in the newly built and superbly resourced Vincent House.

At Aldenham Prep you become part of a family bringing out the best in staff and pupils.

School Aims

Aldenham Prep School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- To ensure that each individual pupil is nurtured and encouraged to make the most of their own special talents
- To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils
- To emphasise the importance of the social, moral and spiritual dimensions of community life in a multi-cultural society
- To provide a well planned, well organised environment giving children rich and stimulating experiences
- To foster good relationships and partnerships between pupils, parents, staff and the wider community



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.



ALDENHAM

— P R E P S C H O O L —

Aldenham Preparatory School (IAPS) offers day education for boys and girls from 3-11 to develop and thrive in a small, caring environment.

Aldenham Nursery opened its doors in 1992 and was a great success. Building on this success the Pre Prep Department opened in 2000 which has grown into thriving Prep School.

The new purpose built Vincent House opened its doors to pupils in March 2021. Housing children from Nursery to Year 6 this impressive facility reflects the modernity and professionalism of the school.

As part of Aldenham school founded in 1597 there is the opportunity for a smooth transition of education from 3-18 years.

Our Mission Statement states that:

‘At Aldenham Prep School, we provide a happy, nurturing and warm environment where quality learning takes place and the needs of each individual child are fulfilled.’

Job Description

Early Years Practitioner Job Description

Reporting to:	Nursery Teacher
Hours of work:	Monday to Friday, 8.30am-2pm
Salary:	Subject to qualifications and experience.

Aldenham Prep School is an IAPS co-educational day school (pupils aged 3-11). It is the Prep School to Aldenham School and part of the Aldenham Foundation, located near Elstree. We provide an environment which enables each child to give their best and achieve their best. High academic standards are achieved through close attention to the individual child and through dedicated and inspirational teaching. Educators at Aldenham Prep School must be enthusiastic professionals, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims.

The School wishes to appoint an Early Years Practitioner (NVQ level 3). The successful candidate will be expected to practise across the full range of the Early Years Foundation Stage curriculum, with this post being in Nursery initially. We have an excellent learning environment led by the Nursery teacher. The EYP reports to the Nursery teacher and then to the Headteacher.

Key responsibilities:

Learning Environment Duties

- a) Supervise the children including at lunch and at playtime. Be flexible in moving between rooms as required.
- b) Ensure the nursery rooms are positive, calm, and welcoming for children and their parents/carers at all times.
- c) Contribute to short and long term planning and implement an appropriate range of activities and experiences for all children in collaboration with Nursery staff.
- d) Accompany pupils on and off site as directed by Nursery teacher and Headmistress.
- e) To have a working knowledge of the EYFS.

General Duties

- a) Undertake appropriate administrative tasks and be IT literate and confident.
- b) To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.

Pupil Achievement and Wellbeing

- a) Be a Key worker to a group of children, building a strong relationship with the children and their parents.
- b) Have a sound knowledge of safeguarding issues and be responsible for promoting the welfare of all children within the setting. Advise line manager or Designated Safeguarding Lead of any safeguarding concerns regarding staff or children.
- c) Ensure the provision of a high-quality environment to meet the individual needs of all children having knowledge and awareness of any disabilities, family cultures and medical histories.
- d) Promote and model positive behaviour at all times.
- e) Foster independence and robust self-esteem in every child.
- f) Provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
- g) Work as part of a team to provide an enabling environment in which all individual children can play, develop and learn.

Relations with parents and wider community

- a) Make observations and assessments and keep records to monitor children's progress.
- b) Share this information with other staff and the child's parents, orally, electronically (using Evidence Me) or in hard copy, ensuring that confidentiality is always maintained.
- c) Use data from records, observations, and assessments to inform future planning.
- d) Support staff, children, and families within the setting.
- e) Build and maintain strong partnerships with parents to enable children's needs to be met.

Managing own performance and development:

- a) Commit to ensuring own work life balance.
- b) Participate in the Foundation's appraisal programme.
- c) Be willing to update and upskill knowledge and training e.g., first aid qualifications.
- d) Read, understand, and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- e) Support all Early Years Practitioners, students and volunteers.
- f) Make an active contribution to the life and aspirations of the school.

Person Specification

Qualifications	Essential	Desirable
Fully qualified (NVQ Level 3)	✓	
Experience	Essential	Desirable
Experience of Early Years Settings	✓	
Working 1:1 with children for intervention support and to meet needs	✓	
Skills & Attributes	Essential	Desirable
Excellent organisational skills.	✓	
Excellent communication skills to liaise with parents, staff, and others.	✓	
Good IT Skills	✓	
Be committed to achieving the highest possible standards for all children.	✓	
An understanding of the provision of educational care in boarding environment		✓

Other Responsibilities

All staff should be willing to assist other staff in preparation and supervision of activities, to include some playtime and lunchtime supervision. Early Years Practitioners are required to attend Staff Meetings and Briefings, INSET Days, Open Days, Parents' Evenings and Meetings and the School Fair. Early Years Practitioners will also be prepared to attend other such meetings, functions and training as is from time to time deemed necessary. Specific events are detailed in the Staff Handbook.

No description of responsibilities can be fully comprehensive, and this job description is subject to review and modification as necessary. Early Years Practitioners are also required to carry out other reasonable duties as are from, time to time, deemed necessary by the Headteacher.



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.





ALDENHAM

— P R E P S C H O O L —

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PART OF THE ALDENHAM FOUNDATION

