

Appointment of  
Temporary (maternity cover)  
Full time  
Nursery Teacher

For 22 November 2021 or 1 January 2022



Godolphin and Latymer Redcliffe Gardens School  
47 Redcliffe Gardens  
London SW10 9JH  
T: 020 7352 9247  
Email: [office@redcliffeschool.com](mailto:office@redcliffeschool.com)  
[www.redcliffeschool.com](http://www.redcliffeschool.com)

The Godolphin and Latymer School Foundation  
Iffley Road  
Hammersmith  
London W6 0PG  
T: 020 8735 9555  
F: 020 8735 9596  
Email: [recruitment@godolphinandlatymer.com](mailto:recruitment@godolphinandlatymer.com)  
[www.godolphinandlatymer.com](http://www.godolphinandlatymer.com)

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## Godolphin and Latymer Redcliffe Gardens School

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Founded in 1948 by Lady Daphne Edwards, Godolphin and Latymer Redcliffe Gardens School is a co-educational school for children aged 2½ – 11 and is one of the oldest and most established schools in Kensington & Chelsea.

The Prep School (Years 2-6) is based at the original white stucco-ed building at 47 Redcliffe Gardens, and the Nursery and Pre-Prep School (Reception and Year 1) are based in the newly renovated and modern undercroft of St Luke's Church, a short walk away. At both sites, there are ample outdoor play areas not often found in Central London schools.

Since January 2021, Redcliffe Gardens School has been under the Headship of Mr Benedict Dunhill.

Redcliffe is fully recognised and accredited by the Independent Schools Inspectorate (ISI) on behalf of the Independent Association of Preparatory Schools (IAPS).

In September 2020, Redcliffe School became a member of the Godolphin and Latymer School Foundation, the charity which runs the Godolphin and Latymer School in Hammersmith. It is now known as Godolphin and Latymer Redcliffe Gardens School.

# Your professional duties

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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and responsibility.

All staff working in the School during the school day will have contact with children and will therefore be in regulated activity. As a teaching member of staff you will be working directly with, and be responsible for, the children that you teach. You are also likely to have contact with other pupils on a regular basis which may include specific pastoral or other responsibilities for pupils whom you do not teach.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

## **Teaching**

Planning and preparing courses and lessons.

Teaching, according to their educational need, the pupils assigned to you; setting and marking work (including assessments) to be carried out by the pupils in School or elsewhere.

Assessing, recording and reporting on the development, progress and attainment of pupils.

## **Other activities**

Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.

Providing guidance and advice to pupils on educational and social matters.

Making records and reports on the personal and social needs of the pupils.

Communicating and consulting with the parents of pupils.

Communicating and co-operating with persons or bodies outside the School.

Participating in meetings arranged for any of the purposes described above.

Accompanying pupils on visits away from the School.

Participating in the extra-curricular programme.

## **Assessment and reports**

Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## **Appraisal**

Participating in any arrangements that may be made for teacher review.

## **Further training and development**

Reviewing from time to time your methods of teaching and programme of work.

Participating in arrangements for your professional development.

## **Educational methods**

Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

## **Child protection, discipline, health and safety**

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

## **Staff meetings**

Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

## **Public examinations**

Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

## **Administration**

Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.

Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.

## **Flexibility**

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

# Job description

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## Job Description Nursery Teacher

**Position:** Teacher

**Reporting to:** Head of School, Head of EYFS

### Specific responsibilities

- To be the Nursery Teacher working with teaching assistants in our busy nursery with responsibility for ensuring that the Nursery children receive high quality care in a safe environment and are provided with a stimulating learning environment, tailored to meet individual needs and support all aspects of the EYFS curriculum.
- To support the Head of EYFS in planning and delivering the effective management of the Nursery, in accordance with the Nursery day-to-day operation, the strategic plan and SEF.
- To ensure the Nursery complies with all relevant legislation, plus local authority and ISI requirements.
- To manage and continuously improve the delivery of the EYFS curriculum.
- To maintain high standards of teaching and learning by following the policies and practices of Redcliffe Gardens School, within the agreed guidelines and directives.
- To ensure that staff adhere to Redcliffe policies, objectives and code of conduct.
- To inspire pupils with a love of learning, to introduce and maintain good learning and working habits, by setting examples and good practices.
- To work with the other Nursery staff to promote excellent pastoral care of the pupils and to ensure that first and foremost, safeguarding children and staff is our utmost priority.
- To ensure that appropriate assessment and reporting are carried out in accordance with School policies for each pupil at the designated time.
- To monitor the fabric of the teaching environment and to report appropriately any defects or deterioration to the Head of EYFS, Head of Pre-Prep and the Head.
- To carry out a share of supervisory duties in accordance with published rotas.
- To follow procedures for communicating with the Subject Coordinators, the Deputy Head, the Head and others, information concerning pupils whose academic progress gives cause either for concern or celebration.
- Parental liaison including Parents' Evenings.
- To monitor the personal appearance and behaviour of pupils, both in and out of the classroom setting, so as to ensure the maintenance of discipline and good order in the Nursery.
- To work closely with, and accept guidance from, the Subject Leaders, the Heads of the Key Stages, the Deputy Head and Director of Studies, and the Head.
- To organise recreational, cultural, or educational trips for the benefit of the pupils.
- To ensure that children who are her/his responsibility are never left unsupervised either in the classroom or in the playground.

## General

- To be a member of a team of EYFS Practitioners which protects and nurtures our Redcliffe Values in order to promote the spiritual, intellectual, moral cultural, physical and social development of the pupils.
- To observe the conventions with regard to dress and decorum enunciated and published by the School.
- To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the Nursery.
- To assist in the administration of special events as determined by the Head including: Open Days, sporting events and Parents' Evenings.
- To assist and support colleagues in presenting co-curricular events, in which the talents or activities of the pupils may be highlighted.
- To willingly co-operate in the Performance Review (appraisal) process.
- To have regard for personal, professional development and to attend and participate in professional development days which the Head or Deputy Head may advise and/or organise.
- To account for all notes and/or communications from parents and see to it that these are given to the Head through established channels.
- To attend all Staff Meetings.
- To actively co-operate in the development of the School policies by participating in working parties or co-operating with these in their work.
- To assess and evaluate the effectiveness of lessons daily.
- To attend INSET to keep up to date with educational developments as directed by the Head.
- Carry out pastoral duties such as lunch or playground duties on a rota basis.
- To cover staff absence when needed.
- To offer an extra-curricular club for different age groups.

## Co-Curricular Commitment

- Expected to make a full contribution to the co-curricular life of the School. As well as providing a rigorous curriculum, the children may have many co-curricular opportunities in Sport, Music, Drama and Art.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the School.

# Person specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>EDUCATION / QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• Childcare qualified to minimum level 6 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE)</li> <li>• Fully trained in the Early Years Foundation Stage</li> <li>• Fully trained in safeguarding children, behaviour management, special needs, health and safety and First Aid</li> <li>• Evidence of training in management and leadership</li> <li>• Fluency in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate/Post-graduate qualification</li> <li>• EYPS</li> <li>• Educated to a minimum of GCSE level passes in five or more subjects, two of which must be English and Mathematics</li> <li>• Evidence of additional courses attended and certificates attained</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> <li>• References</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience with children aged 3-5 years</li> <li>• Previous nursery experience at a 'Good' or 'Outstanding' Nursery</li> <li>• The ability to contribute to the Nursery's self-evaluation and development</li> <li>• Experience in providing pastoral support</li> </ul>	<ul style="list-style-type: none"> <li>• Previous teaching experience in an EYFS setting</li> <li>• Experience of implementing school improvement initiatives working with other key staff at meetings to ensure effective management of change</li> <li>• Teaching experience across the whole Primary School age range</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interviews</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Excellent people skills</li> <li>• An empathetic and emotionally intelligent approach to Nursery teaching</li> <li>• An open-minded, honest, collaborative and reflective manner and mindset</li> <li>• Well organised, with good time management skills</li> <li>• High level of communication skills (written and orally) across a broad range of contexts, including public speaking, presentations to children, parents, staff</li> <li>• The ability to model appropriate relationships and boundaries, both personal and physical, with children</li> <li>• A commitment to safeguarding and promoting the welfare of children</li> <li>• The ability to be proactive</li> <li>• A team player</li> </ul>	<ul style="list-style-type: none"> <li>• ICT skills, especially knowledge and understanding of ActivInspire, Excel and Tapestry</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>PERSONAL QUALITIES/ ATTITUDES/ BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children</li> <li>• Ability to form and maintain appropriate relationships with children</li> <li>• A willingness to play a full part in every aspect of life at the Nursery and School</li> <li>• A willingness to be fully supportive of the ethos of the School</li> <li>• Positive attitude toward meeting the needs of the children and their parents</li> </ul>	<ul style="list-style-type: none"> <li>• Musical and/or Artistic Talent / Performing Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>
<b>KNOWLEDGE/ UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Good understanding of the needs of children in EYFS and the workings of the EYFS curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the needs of children at Key Stage 1</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>

# Salary, hours and benefits

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The salary awarded will depend on qualifications, skills and experience of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

## **Hours**

Normal school hours for Teaching staff during term time are 8.00am to 4.00pm Monday to Friday and one after school club per week to 5.00pm. However, hours are as required to fulfil the duties of this role both before and after school hours.

## **Benefits include:**

*Longer holidays than the maintained sector.*

*Staff Fee Remission* – staff are eligible for fee remission. The continuance and value of the school fee remission is at the discretion of the Governors.

*Enhanced sick and maternity/paternity pay arrangements* – the school offers additional support to staff via its sick and family friendly policies.

*Membership of the Teachers' Superannuation Scheme* - teachers are automatically enrolled into the Teachers' superannuation scheme.

*Personal Accident Insurance* – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

*Private Medical Insurance* – membership of a private medical insurance scheme is available at a reduced rate.

*Advance purchase of travelcards with monthly repayments* – the School will pay for your travelcard (minimum three month card) and collect the repayments, at cost, over the life of the travelcard.

*Cyclescheme* – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

# Application

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This is a fixed purpose (maternity cover) position which can commence on either 22 November 2021 or 1 January 2022, terminating the working day before the permanent post-holder returns.

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms should be returned to the Personnel Office at the School by post or by email to [recruitment@godolphinandlatymer.com](mailto:recruitment@godolphinandlatymer.com) **as soon as possible**.

Please note that applications must be made on the school's application form. CVs alone will not be accepted.

**Applications will be considered on receipt and interviews may occur at any stage.**

## **Equal Opportunities**

It is the policy of The Godolphin and Latymer School to ensure that all job applicants are considered equally and consistently and that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

## **Safeguarding**

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent') in order to assess their suitability to work with children. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the Disclosure and Barring Service filtering rules. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and may be asked to undergo a medical examination prior to taking up the post.

## **Charitable status**

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

