



# PORT · REGIS

## EYFS Assistant

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We are seeking to appoint a Level 3 EYFS Assistant to work in our Early Years. Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

### Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

### Hours of Work

08.00 to 16.30 on Monday and 08.00 to 16.00 Tuesday to Friday (inclusive), term time only.

### Start Date

September 2024

### Job Description

**JOB PURPOSE:** To help with the smooth running of the Port Regis Nursery and Pre-School, ensuring that the best possible environment and care are provided for the pupils.

**ACCOUNTABLE TO:** The Head of EYFS and Head of Pre-Prep

**KEY TASKS AND RESPONSIBILITIES:** These include, but are not limited to:

- Working with the Head of EYFS and Nursery Teacher to plan and co-ordinate the delivery of the Nursery and Pre-School curriculum in accordance with the guidelines laid down for the Early Years Foundation Stage.
- Ensuring that the Nursery and Pre-School provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- Ensuring the health and safety of children and staff is maintained during all activities both inside and outside.
- Planning, preparing and supervising learning experiences and activities, indoors and outdoors.
- Liaising with the SENDCo to identify children with special needs and working with outside agencies to support those children.
- Working with colleagues and other professionals to share good practice and knowledge.
- To attend weekly staff and planning meetings.
- Be a key worker to specific children within the EYFS setting.
- To monitor children's progress and keep accurate records of children's progress with reference to the Early Years Foundation Stage Framework.
- Informing parents of their children's experiences and progress through Tapestry, personal meetings and written reports. Liaising with parents as necessary.
- Deal with the administration of the Nursery and Pre-School as appropriate, in liaison with the Nursery Teacher, Head of EYFS and Head of Pre-Prep.
- Help supervise sessions taught by other staff eg gym or swimming.
- Support the organisation and running of Busy Bees (parent and toddler group) as required.
- Attend courses and in-service training to keep up to date with changes in the curriculum and developments in best practice.
- Tidying and clearing up after activities.
- Displaying children's work and creating stimulating displays.
- Help with the planning and delivering an assembly to the Pre-Prep at least once every term.
- Assisting where appropriate in the general running of the school.
- Administering first aid or comfort to children when necessary.
- Attending to personal care of children following school policy.
- Helping with end of term productions and concerts.
- Carry out all responsibilities and activities within an equal opportunities framework.

## General Duties

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Work with the Marketing team to promote the School.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake other such duties as may reasonably be required from time to time.

## Person Specification

### *Essential*

- A commitment to promoting and safeguarding the welfare of children
- A level 3 (or higher) EYFS qualification
- A commitment to, and ability to deliver, an exciting and engaging EYFS provision
- Excellent pastoral care and behaviour management
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Excellent ICT and organisational skills
- Patience and a sense of humour
- Flexible and calm under pressure
- A collaborative team player

## Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR, Mrs Geraldine White at [hr@portregis.com](mailto:hr@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Monday 12 May 2024**. **Early applications are encouraged**. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

## Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills  
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.