



Rossall

INSPIRING EXCELLENCE

Nursery Assistant

Ad hoc position



APPOINTMENT BRIEF

April 2021



ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 690 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.

Academic results are superbly strong. The School has an IBDP average of 34 and this year almost 50% of A level grades resulted in an A* or A. Almost 60% of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The appointment of a Deputy Head of Teaching and Learning and the opening of the new centre for Innovation and Excellence in Learning are reflective of the School's commitment to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of its staff. Additionally, the establishment of a Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.

It is an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2019, we had a full ISI inspection. We were judged **to be compliant in every regard and the quality of pupil's personal development was considered to be excellent.**

In the summer of 2020, we appointed Emma Williams to the role of Director of Boarding and Richard Symons became our very first Head of Diversity, Equity and Inclusion. Rachel Magowan was appointed our first Director of Health and Wellbeing and our team of houseparents and year group heads are dedicated, experienced and provide a nurturing and safe context for all of our children.

The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this regard.

Other current initiatives include the launch of a Leadership and Adventure Training Academy and an International Performing Arts Academy. The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. We are in the process of launching an International Performing Arts Academy and a Girls' Elite Football Programme in partnership with England and Chelsea footballer Bright, and Fleetwood Town Football Club.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable location where boys and girls from 3 months to 19 years of age will find a safe, yet stimulating environment with all they need to get the most from their stay with us, in school as well as during leisure and social time. Our holistic vision of education is predicated upon excellent personal relationships with our families.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

We strive to develop in our pupils a lifelong love of learning, a sense of responsibility and personal integrity. Ours is a community based on trust, mutual respect and compassion, and we expect every member of our school to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!

MEET THE ROSSALL TEAM ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and six fellow Leadership Executives. They are joined by the extended Senior Leadership Team.



Mr Jeremy Quartermain
Headmaster



Mrs Emma Sanderson
Bursar



Ms Dina Porovic
Senior Deputy Head



Mr Stephen Prest
*Deputy Head
(External Relations)*



Mr Matt Turner
*Head of
Junior School*

NURSERY ASSISTANT

JOB DESCRIPTION

The Rossall Nursery is a very happy and productive place to be!
Every day is an adventure and through the careful planning of our experienced and qualified staff.

The curriculum is designed to provide children with the support needed to extend their knowledge, skills, understanding and confidence. We seek to provide children with a rich and stimulating environment where they feel included, secure and valued. Curiosity and creativity are encouraged on a daily basis. Developing fine motor skills, time outdoors and healthy activity are all an important part of the early years foundation at Rossall. But above all, learning is fun and the joy of learning is infused into everything we do.

MAIN RESPONSIBILITIES

Your role at Rossall Infant and Nursery School is to ensure that every child has the best possible start in life and support to fulfil their potential. You must provide a secure and safe environment in which children are able to make the most of their abilities and talents as they grow up.

Duties

- To be responsible for planning exciting activities for your key children by following their interest and being able to link it to development matters.
- Have a good sound knowledge of the age and stage statements in the Early years Foundation stage
- Be able to create awe and wonder to excite the children daily.
- To work as part of a team to ensure the health, safety, well-being and happiness of every child in the Nursery.
- To keep classroom areas tidy and ordered.
- To help carry out whole school functions such as Nativity and Sports Day, as deemed necessary by the Director of Pre-School.
- To become involved in the life of the school such as extra-curricular activities or be willing to assist with school trips and outings.
- To be able to write termly reports about your key child using evidence from observations.
- To be flexible and co-operative when asked to work extra hours / days as required due to illness and holidays
- To attend courses as required and become qualified in their profession.

General

- To actively promote the school at all times
- To behave professionally when talking to parents
- Always respect the confidentiality of school matters and should never discuss individuals with anyone other than a member of staff.
- Report any concerns about a child's progress or welfare to the Director of Pre-School.

- To ensure that all parents, children and visitors are always made welcome to the school. This is particularly important at the start and end of the school day when any problems can be discussed and dealt with immediately
- To ensure all health and safety procedures are strictly adhered to at all times

To carry out any other reasonable requests deemed necessary by the Director of Pre-School.

Applicants should be committed to the safeguarding and promotion of the welfare of young people. They should demonstrate this commitment in every aspect of this post. All staff are required to adhere to and ensure compliance with the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead (DSL).

PERSON SPECIFICATION

Personal attributes required for the post:

Essential (E) or
Desirable (D)

Qualifications

- | | |
|---------------------------------------|---|
| 1. NVQ Level 3 | D |
| 2. Paediatric First Aid qualification | D |
| 3. Other childcare qualification | D |

Experience

- | | |
|---|---|
| 1. Previous experience of working with nursery age children | E |
|---|---|

Skills / Abilities / personality

- | | |
|---|---|
| 1. Ability to work as part of a team | E |
| 2. Good organisational skills | E |
| 3. Ability to work on own initiative | E |
| 4. Good rapport with young children | E |
| 5. Professional manner | E |
| 6. Friendly personality | E |
| 7. Approachable | E |
| 8. Patient with young children | E |
| 9. Positive attitude and commitment to the job and School | E |

Other requirements

- | | |
|---|---|
| 1. Willingness to cover extra hours where needed | E |
| 2. Willingness to contribute to extra-curricular activities | E |
| 3. Willingness to undertake further training | E |

Essential requirements are those without which an applicant may not normally be considered for appointment.

BENEFITS OF SERVICE

The position is ad hoc to cover absence and holidays and is not therefore set or guaranteed hours. The rate of pay is £9.21 per hour with 25 days holiday plus 7 bank holidays (pro rata).

In addition to providing a great place to work, we offer a generous remuneration package to colleagues which includes:

- Membership of the school contributory pension scheme
- Free parking on site
- Medical centre on site during term time
- Free use of the School swimming pool, gymnasium and sports facilities
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your completed application to:

POST:

Mrs Stephanie Capstick
Head of HR and Compliance
Rossall School
Broadway
Fleetwood
Lancashire FY7 8JW

EMAIL:

hr@rossall.org.uk

CLOSING DATE:

Noon on Friday 16th April 2021