



THE ORATORY PREP SCHOOL

Curiosity | Kindness | Wisdom

Little Oaks Nursery Room Leader

Permanent Post: January 2024 (with the
potential to start sooner)

www.oratoryprep.co.uk



THE ORATORY
PREP SCHOOL

Letter To Candidates

Dear Candidate,

Thank you for your interest in the post of Little Oaks Nursery Room Leader at The Oratory Prep School. This is such an exciting time for the school, as it is a real opportunity to appoint the right person to join our talented staff. The Oratory Prep School (The OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefiting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

The Oratory Prep School aims to provide the best possible education for its pupils, both in and outside of the classroom. Staff are expected to maintain a very high standard of teaching and are provided with every support from the Headmaster and the Senior Leadership Team. We are looking to appoint a permanent room leader who will lead one of the classes within our Little Oaks Nursery. This is a fantastic opportunity for a qualified Nursery Room Leader, who is passionate about working within a school environment, to join and really make a difference to the lives of young people.



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This is a full time, all year round role – 4 days per week from 7:15am to 6:00pm. There is an expectation that you work as required in a teacher/room leader role, so this may involve working at weekends and in the evenings.

For those wanting to join us here at The Oratory Prep School, we would welcome a call from candidates to talk through the process. Should you wish to apply for this post, please include a covering letter, addressed to Mr De Silva, and a completed Application form. Please read through the job description, person specification and visit our website to get a flavour of our school. If you feel you would enjoy the challenge and rewards of working at The Oratory Prep School, I would be pleased to receive your application. It is important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

- why you are applying for the post of Little Oaks Nursery Room Leader at The Oratory Prep School
- the Job Description and Person Specification

Please note that references will be sought for all candidates.

Please complete the application form and send, together with a covering letter, to Human Resources, The Oratory Prep School at humanresources@oratoryprep.co.uk. We may interview and appoint before the closing date, so early applications are encouraged.

Good luck!

Mr Andrew De Silva
Headmaster



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Why The Oratory Prep School?

- We were rated 'Excellent' in our recent ISI Inspection (December 2021).
- Our reputable Scholarship Programme and dynamic Leadership Programme help secure consistently high grades and impressive scholarship awards to some of the country's top senior schools.
- Our excellent pastoral support, with an emphasis on Catholic values, is central to all aspects of school life.
- We focus on outdoor learning, including Forest School for all years.
- We offer outstanding Performing Arts opportunities through LAMDA from Year 1, instrument and vocal tuition and musical and drama productions.
- Boarding is an integral part of school life, providing full, weekly and flexi-boarding for children in Year 3 upwards.
- Our high calibre sports coaching and outstanding facilities include a learner pool, a 25 metre heated indoor swimming pool, a full size 3G pitch, 4 tennis courts and multiple pitches.
- Our action-packed Activity Programmes offer activities ranging from Fencing to Cookery alongside a diverse programme on Saturdays, called The Newman Programme, offering orienteering to Podcast Club.





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Advert: Little Oaks Nursery Room Leader

We are seeking to appoint a fantastic Little Oaks Nursery Room Leader to join our team. The Oratory Prep School (The OPS) has a fantastic local and national reputation as one of the country's leading prep schools, which educates children from 2 – 13. As you can imagine, our fantastic teachers and superb resources and facilities provide our children with unique opportunities, and our staff with wonderful tools to support learning. We are looking for the right person to contribute to our children, our team and the wider school family.

The pupils at The Oratory Prep School are absolutely delightful and are enthusiastic learners. Parental support is very strong and the Governing Body (Bellevue Education) is committed to improving outcomes and experiences for our children.

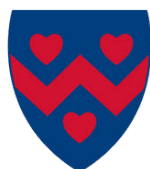
We are looking for someone who is:

- Open to new ideas and willing to commit to new initiatives
- Eager to take a full and active part in all aspects of our school community
- Highly organised and an excellent communicator with staff, parents and pupils
- Naturally positive and a fun team player – with a great sense of humour!

In return, we can offer you the opportunity to:

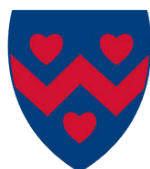
- Work within a school community that is proud of its achievements and well-motivated to continue to develop further
- Work within a supportive team
- Great professional development tailored to fit your needs
- Support from the Bellevue Education Group

The Headmaster, Mr De Silva, would be delighted to talk to potential candidate about the school and about the role. To visit the school/speak to Mr De Silva, please email humanresources@oratoryprep.co.uk. Please use the same email address to receive an application pack.



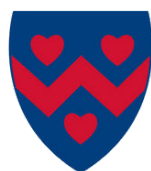
Details About The Post: Little Oaks Nursery Room Leader

Salary and Benefits	<ul style="list-style-type: none">• Salary - £29,120• Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;• Continuing Professional Development (CPD)• Pension with Scottish Widows• Perkbox - rewards and benefits platform• Swimming sessions in the school pool (free)• Generous pro-rata fee remission
Type of post	Permanent Post
Safeguarding of pupils	The Oratory Prep School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced DBS checks along with other relevant employment checks.
Expected Start Date	January 2024 (with the potential to start sooner)
Working Hours	Full-Time: 4 days per week – 7:15am- 6:00pm (of which 1 hour will be an unpaid break)
Equal Opportunities	<p>Rationale The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p>Purpose</p> <ul style="list-style-type: none">• To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.• To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics. <p>Guidelines</p> <ul style="list-style-type: none">• Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.• No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.
Closing Date Interview Day	Friday 10th November, midday Week commencing Monday 13th November



Details About The Post: Little Oaks Nursery Room Leader

Qualifications	<ul style="list-style-type: none">• NVQ Level 3 Early Years Educator or equivalent (must have GCSE English & Mathematics or equivalent at grade A-C)
Personal Qualities	<ul style="list-style-type: none">• Fully support the school vision, aims and ethos, and present a professional image at all times• Tact and absolute discretion in dealing with all matters• Independence but with the ability to work as part of a wider team of support staff and pastoral staff• Flexibility in approach to people and to working arrangements• A professional, adaptable and proactive attitude• Able to respond calmly, quickly and willingly to respond to urgent and unexpected requests• Confident and adaptable in liaising with the wider pastoral team and, where necessary, external agencies• Appreciation of and sympathy for the objectives of an independent school and respect for the Catholic ethos



Details About The Post: Little Oaks Nursery Room Leader

Key Responsibilities

- To help to formulate the aims and objectives of the Foundation Stage/Early Years and policies for their implementation
- To keep up to date with current issues in teaching and learning and in school improvement in the Foundation Stage/Early Years and to share this with staff
- To work in partnership with the Head, Deputy and members of the management team in the cycle of planning, implementation, review and evaluation of the School Improvement Plan
- To monitor and evaluate the impact of the policies, practices, targets and priorities in the EYFS, identifying developments needed and working with the Head of Junior Prep, Headmaster and the management team to achieve them

Teaching and Learning

- To be an excellent role model for all staff
- To teach pupils in a Nursery Class
- To play a major role in the development of high quality teaching and learning in the EYFS including the monitoring of curriculum planning and the giving of feedback and advice and assisting and supporting colleagues with the planning and delivery of the EYFS
- To assist the Head of Junior Prep and Head of Early Years in leading the EYFS team in the delivery of a creative and stimulating curriculum
- To help to ensure that all the children in the EYFS are able to learn and achieve to the best of their ability
- To ensure that the requirements of the EYFS including arrangements for assessment and moderation are met
- To seek ways of sharing good practice in the EYFS and to ensure dialogue about teaching and learning amongst school staff
- To ensure curricular policy development is focused on continuous improvement

Leadership and Management

- To work in partnership and fully support the Nursery Manager, Head of Early Years, Head of Junior Prep and the Headmaster in the implementation of school policies and practices
- To challenge and support others in developing professionally, both formally and informally
- To support the Nursery Manager in the performance management of staff in the EYFS
- To act as a mentor to the EYFS staff where appropriate



Job Description: School Nurse

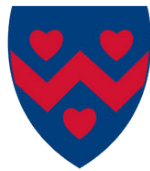
- To help lead the school through ISI integrated inspections
- To ensure own continuing professional development including attending training opportunities
- To organise the day to day running of the Nursery class, including the efficient management of school resources
- To organise and lead workshops for parents/guardians as appropriate
- To work with the Nursery Manager and Head of Junior Prep to present an accurate and coherent account of the department's performance to a range of audiences, enabling them to play their part effectively
- To be able to stimulate children and colleagues by a positive, active and supportive attitude
- To organise opportunities for pupils in the EYFS when and where appropriate to participate in EYFS assemblies
- To liaise with colleagues in order to support the successful transition of all pupils from Nursery to Kindergarten

Pastoral Care

- To help promote and safeguard the welfare of all children
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- Ensure that a high standard of care and good order for all children is maintained

Communication and Community Links

- To fully support the life and work of the school
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors
- To develop and maintain links with the LA Advisory and Support Services
- To provide information to the Governing Body to enable it to meet its responsibilities
- To ensure that parents and pupils are well informed about the EYFS curriculum/development matters, attainment and progress and are able to understand and contribute to targets for improvement
- Fulfil the normal duties of a member of the teaching staff, including any reasonable requests that the Headmaster or other members of the Senior Leadership Team may make



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Find Out More About Our School

For all our latest news and photos, please follow us via our social media channels



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@oratoryprepschool



@OPS_OratoryPrep



The Oratory
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Take our Virtual Tour



"The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community." Current Parent.

The Oratory Prep School, Goring Heath, South Oxfordshire
RG8 7SF

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