



LEWESTON  
PREP

# Early Years Practitioner

Candidate Information

## Overview

Founded in 1891 Leweston School is a co-educational Catholic independent day and boarding school in Dorset for pupils aged 0 to 18.

Situated just outside Sherborne in 46 acres of beautiful parkland, the school offers holistic education in an inclusive community where first-class pastoral care and wide-ranging co-curricular opportunities underpin a supportive and rigorous academic offer. The school seeks to produce well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individuals.

The school was originally founded as St Antony's and located in Sherborne. In 1948 the demands of the Education Act saw the move of the senior pupils to Leweston Manor with the Prep School continuing in Sherborne until 1993 when the whole school was reunited once again on the Leweston campus. The younger pupils took up residence in the redesigned Coach House. The school amended its name in 2007 to Leweston School.

In 2015 Leweston expanded its Nursery provision to offer 50 weeks child-care per year and 2017 the Nursery moved into its own specially adapted building.

Today the school educates just over 600 pupils with 90 in the Nursery, 170 in the Prep and 340 in the Senior School. There are approximately 100 boarders, the majority being in the Senior School.

Leweston is a thriving, busy community which has high expectations of its pupils. Whilst the assessment process is not based entirely on academic performance Leweston is increasingly over-subscribed. Pupils are offered places on the basis of school assessments, positive references and their generally suitability for the values and ethos of the school.

## Our Values

Leweston School's three core values are **community**, **opportunity** and **expertise**. They are underpinned by our Catholic foundation, which welcomes all faiths and none, building a strong sense of unity, courtesy, respect and affection. Everything we do comes from a place of self-worth and dignity.

- **Community** means being part of a collective. It's essential for every student to feel that they are an important part of the Leweston family and contribute to the life of the school. This same sense is extended to their parents and guardians.
- **Opportunity** is in abundance. We are proud of our zest for life and instil a willingness to try everything and to learn from our failures. This discovery of strength and weaknesses, and the support we provide to students in exploring it, enables them to develop the determination to persevere – a real lesson in preparation for life beyond the school.
- **Expertise** means having an expert skill or knowledge in a particular field. We have an exceptionally talented staff team, who have outstanding expertise and enthusiasm to inspire in others a love of learning and to share their passion for areas of specialism.



## Our Campus

With extensive grounds surrounding a beautiful Georgian Manor House, Leweston provides a location which whilst being safe, is close to a town with good transport links to London and South West airports. Within the 46 acre estate sits our swimming pool, a full-sized all weather pitch, a walled garden play area, Enchanted Wood Forest School, tennis courts as well as a wealth of historical features including work by Thomas Mawson and George Sherringham.

The range of buildings on site spans several architectural epochs. The historically important Trinity Chapel is one of the first post-Reformation churches in the country. The Palladian manor house, was built in the late 18th century with Art Deco interior refurbishments and later additions including dining, boarding and teaching wings.

The Nursery is housed between the Prep School and Senior School with access to both sites and their facilities. The Nursery has its own garden area which is home to a yurt complete with log burner. The children also have regular Forest School sessions in our on-site Enchanted Wood.





## The Nursery

The Nursery shares a single 46-acre campus with the Senior and Prep School and welcomes children aged 3 months to 4 years old. The Nursery is divided into four age-defined units: Babies, Toddlers, Transition One and Transition Two. Each unit has a specific Room Leader.

Leweston Nursery goes beyond the government appointed staff to child ratio because we recognise that the presence of a skilled adult can have the greatest impact upon child development. We call this our 'Enhanced ratio'. Each child is assigned a key worker who will take lead responsibility for the child's care and development however, we deliberately develop relationships with all Nursery staff so that children always feel happy and confident no matter who they may be with. We also have a qualified teacher who works with the Transition classes.

All the children benefit from a host of activities every day, including Phonics and early Mathematical work and from the age of 3 and a half, children participate in PE, Music, French and Spanish and Forest School with subject specialists and have weekly swimming lessons.

Leweston Nursery was awarded Ofsted 'Outstanding' in 2018 and 2022.





## Work with us

### A fantastic working environment

Leweston is set on a beautiful campus a few miles outside the picturesque town of Sherborne. The grounds offer both pupils and staff the opportunity to enjoy space and fresh air and provide an inspiring location to teach and learn. The school's value and ethos creates a culture of courtesy, mutual respect and affection that has at its heart the importance of service to others. High standards are set both inside and outside of the classroom.

### Flexible and family friendly

We are a relatively small school that regards itself as one big family. The majority of our staff have children, many of whom are at Leweston.

### Health and Wellbeing

Leweston hosts a range of exercise classes run by local provider Communifit who offer a discount to Leweston staff. There are also free swimming sessions available during the week in the school pool as well as employee assistance and wellbeing support programmes.

### Free meals and parking

Staff are entitled to free lunch and refreshments when working. There is also an onsite cafe where a staff discount is offered. There is free onsite parking.

### Pensions

Leweston offers a defined contribution pension scheme with Royal London. Membership of the Royal London Scheme includes Death in Service benefit and income protection.

### Discount for Teachers

Discounts for Teachers has been introduced following the success of Health Service Discounts and Discounts for Carers. As Leweston staff (not just teachers), you can access a vast range of discounts and deals when you register online.





## The Opportunity

### Responsible to:

Nursery Supervisor

Working within our friendly and professional team, this is an opportunity for qualified practitioners to help create a nurturing and stimulating environment for children aged 0 - 4 years.

The ideal candidate will have a good working knowledge of the EYFS, strong communication skills and a passion to be an exceptional Early Years Educator. We are committed to the professional development of our staff and there will be opportunities for progression.

The position is 40 hours per week, hours to be agreed with the Nursery Supervisor. Hours of work are between 7.30am and 5.30pm, Monday – Friday, in accordance with the duty shift rota. We would also consider applications from people wanting part time hours.

Applicants should be qualified to either NVQ Level 2 or Level 3 or equivalent, experience of working in a similar role is desirable.

We offer highly competitive rates of pay from £13.50 per hour, employer pension contributions of up to 12%, generous holiday allocations of 25 days plus bank holidays and discretionary leave between Christmas and New Year, in addition to a package of benefits which includes; delicious meals for staff and use of leisure facilities plus generous discounts on staff childcare, exceptional access to CPD and further training.





## Key Duties and Responsibilities

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise Manager/Deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre etc.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery assistants, students and volunteers.
- Early Years Practitioners should be proactive and show the use of their initiative through all tasks undertaken.
- Ensure the opening and closing checklists are completed and any actions reported to your line manager.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc.
- To adhere to the Leweston Nursery dress code at all times.

**No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.**





## Application Process

To apply please use the form on the Leweston School website, all applications will be acknowledged by email. If you have any questions about the vacancy please contact Nicola Harrison, HR Adviser at [recruitment@leweston.dorset.sch.uk](mailto:recruitment@leweston.dorset.sch.uk).

Leweston is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience).

All applicants should read the schools' safeguarding policy and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. N.B. Safer recruitment checks will be made at all stages of the recruitment process.







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