

# **Temporary Early Years Teacher**

Candidate Information

Fixed Term Contract Immediate start (From September 2025)

The Straine School

The Granville is an IAPS co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11



# **Executive Summary**

This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking an inspirational and experienced Early Years' teacher, who has what it takes to distinguish themselves from the ordinary. The post is on a fixed term contract, initially for one term.

This opportunity would suit a resourceful and highly-approachable candidate, who is an excellent classroom practitioner, ensures high academic standards and engenders a love of learning, enquiry and curiosity. A warm manner, initiative and excellent organisation and communication skills are central to this role, along with an ability to build a strong rapport with pupils, colleagues and parents.

Closing Dates 17th September 2025
Interviews 22nd September 2025

The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through bursarassistant@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.



# **The School**

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





### **Our Vision**

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.



# **Testimonials**



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Mrs V Wyatt, Teaching Assistant

The teachers cheer you on, saying 'You can do this!' It always makes me feel better.



Annabel, Year 3 Pupil

As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this.

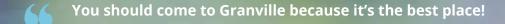


Mrs K Smith, Bursar's Assistant

I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident.



Mrs V Duggan, Head of English



Cara, Year 3 Pupil





# Job Description: Early Years Teacher

## Main duties and responsibilities

#### **General**

- Support the policies, ethos and vision of the school and actively promote high levels of achievement in the early years stage
- Contribute to the leadership and management of the Early Years Department
- Promote the aims and objectives of the early years stage
- Seek and implement areas for classroom improvement and the development of Teaching Assistants with regards to Early Years.

#### **Teaching and development**

- Motivate and stimulate a child's learning abilities, often encouraging learning through experience Provide pastoral care and support to children within a secure learning environment
- Assist with the development of a child's personal, social, language and physical coordination abilities.
- Develop and produce visual aids and teaching resources
- Encourage mathematical and creative development through stories, songs, games, drawing and imaginative play
- Help children develop curiosity and knowledge
- Work with others, including teaching assistants and nursery nurses as well as volunteer helpers, to plan and coordinate work both indoors and outdoors
- Share knowledge gained with other practitioners and build and maintain strong professional relationships with parents
- Observe, assess and record each child's progress
- Ensure the health and safety of children and staff is maintained during all activities, both inside and outside the setting
- Attend staff meetings and staff training days
- Keep up to date with changes in the curriculum and developments in best practice





#### **Classroom management**

- Establish and maintain positive working relationships with all members of staff.
- Provide support and guidance and supervision for Teaching Assistants.
- Organise and manage the day-to-day running of early years teaching within your classroom, including efficient use of teaching resources.
- Assist in the induction process for new members of staff within Early Years.
- Support the any Early Years with external accreditations.
- Stimulate colleagues and pupils alike, by creating a supportive, challenging and positive environment.
- Manage own professional development by attending training opportunities such as in-service training.
- Keep up-to-date with current developments and progression in early years.

#### Communication

- Develop and maintain effective professional relationships with parents and colleagues.
- Ensure parents are well-informed about the curriculum as well as their child's progress and targets.
- Liaise with other colleagues to ensure a smooth transition for all pupils through their early years journey.

#### **Additional duties**

- Promote and safeguard the welfare of all pupils.
- Ensure a high standard of care for pupils is consistently maintained.
- Act as a role model for members of staff and pupils.





#### **General responsibilities of all teachers**

- To promote the highest quality teaching and learning
- To promote the excellent quality of pastoral care provided by the school
- To ensure the classroom is an invigorating environment for effective learning, embracing pupils'
  work, producing effective displays and creating a collaborative and engaging atmosphere in the
  classroom
- To monitor and evaluate pupils learning, liaising closely with Subject leaders working with Early Years children
- To develop easy and professional relationships with parents and colleagues
- To maintain and manage the physical resources in the learning area
- To undertake supervisory duties
- To attend staff meetings, School INSET and attend professional courses to enhance teaching effectiveness and qualifications
- To comply with Health and Safety requirements
- To play a full part in the life of the School





# **Job Description: Early Years Teacher**

# **Person Specification**

	Essential	Desirable
Qualifications	<ul> <li>Early Years Teacher Status (EYTS) or Qualified Teacher Status (QTS).</li> <li>Educated to A-level or above, including a minimum of GCSE (or equivalent) grade C in maths and English.</li> </ul>	<ul> <li>Paediatric First aid training.</li> <li>Recent formal safeguarding training.</li> </ul>
Experience	<ul> <li>The successful candidate will have:</li> <li>Experience of classroom supervision, in an EYFS environment.</li> <li>Demonstrable experience of monitoring and evaluating teaching.</li> <li>Experience monitoring and recording pupils' academic development in an Early Years environment.</li> </ul>	<ul> <li>Experience of         Early Years'         teaching</li> <li>Experience of         working with         pupils with SEND,         and pupils with         social and         emotional         difficulties.</li> <li>Experience of         online learning         journals.</li> </ul>





# Person Specification (cont.)

	Essential
Knowledge and Skills	<ul> <li>The successful candidate will have:</li> <li>Knowledge and understanding of child protection, safeguarding policies and Early Years Framework.</li> <li>Knowledge of current legislation and the application of such in schools.</li> <li>An ability to assist in curricular development.</li> <li>An understanding of curriculum and pedagogical issues in relation to EYFS.</li> <li>Creative and stimulating teaching strategies which engage and motivate pupils.</li> <li>Knowledge of the principles of good practice relating to staff supervision.</li> <li>An ability to identify problem areas and suggest appropriate measures for improvement.</li> <li>An ability to maintain consistently high standards and ensure quality of teaching.</li> <li>An ability to promote and sustain high standards for pupils.</li> <li>A wide knowledge of educational terminology.</li> <li>A clear understanding of child development and how this contributes to teaching strategies and learning styles.</li> </ul>





# **Person Specification (cont.)**

	Essential
Personal Qualities	<ul> <li>The successful candidate will have:</li> <li>Excellent communication skills, both written and verbal.</li> <li>An ability to engage effectively and professionally with parents/carers.</li> <li>An ability to establish and maintain professional working relationships.</li> <li>An ability to manage and prioritise a demanding workload (managing self), and that of others (managing others), if necessary.</li> <li>Excellent time management skills and organisation.</li> <li>An ability to model good practice and engage in self-reflection.</li> <li>The successful candidate will be: Flexible, reliable, enthusiastic and patient, inspiring and influential.</li> <li>An ability to take control, lead and manage situations within the classroom.</li> <li>Consistent in modelling good practice and behaviour.</li> <li>A current enhanced Disclosure and Barring Service barred list check.</li> </ul>

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes



# **Additional Information**

## **Salary**

Salary reflective of experience and service Fixed Term Contract, initially for one term.

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our Pre-School.



# **Additional Information**

# **Safeguarding and Child Protection**

#### The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.







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