APPOINTMENT OF
EARLY YEARS PRACTITIONER

Full-Time | Fixed Term

TROUTHE AND HONOUR · FREDOM AND CURTEISYE

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St George's School, Garscube Terrace, Edinburgh, EH12 6BG
HR Department Tel: 0131 311 8059 Email: office@stge.org.uk

MESSAGE FROM THE HEAD
MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully

What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

An all-through school

St George's is the only all-through girls' school in Edinburgh for girls from 2 to 18 years. Boys are welcome in the Little Dragons Nursery and St George's preschool.

Nearly 500 girls from ages 2 through to 18 flourish in their own sections of the school. Nursery accommodates children from 2 through to age 5; Junior School takes girls from age 5 to 10 through P1 to P5. In our unique structure, Middle School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.

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Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post- school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

Campus and facilities

St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield.

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Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.

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VACANCY DESCRIPTION
EARLY YEARS PRACTITIONER

Job Purpose

- To be responsible to the Head of Junior School and Nursery in contributing to the delivery of the designated curriculum and to provide a service compatible with good practice in the education and care of children, in accordance with the policies and systems laid down by the School and in line with current Scottish legislation and national guidance, including the requirements of the Care Inspectorate, the Health and Social Care Standards, Getting It Right For Every Child (GIRFEC), Realising the Ambition: Being Me and, where applicable, the National Standard for Early Learning and Childcare. The post holder will uphold children's rights in line with the United Nations Convention on the Rights of the Child as incorporated into Scots law;
- To be responsible to the Head of Junior School and Nursery in contributing to the pastoral care of Nursery children and for monitoring and recording their overall development progress;
- To promote a stimulating environment which balances education and care for children, meeting their individual needs and those of their families, enabling each individual to achieve his or her potential.

Accountable to

Head of Junior School and Nursery

Key responsibilities

Safeguarding and Child Protection

- The post holder has a duty of care to safeguard and promote the welfare of all children within the Nursery.
- The Early Years Practitioner must adhere to the School's Child Protection and Safeguarding policies and procedures and act in accordance with national child protection guidance and relevant legislation, including the Child Protection (Scotland) Act 2021.
- Any concerns regarding a child's wellbeing, safety or development must be reported without delay in line with School procedures and the principles of Getting It Right For Every Child.
- The post holder must maintain appropriate professional boundaries and demonstrate conduct consistent with the codes of practice of the Scottish Social Services Council.

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To the Children

- To create a supportive and caring ethos in all aspects of the Nursery environment in which individual children are encouraged and supported to develop self-esteem, self-confidence and respect for others;
- To provide an appropriately challenging and stimulating educational environment with the child at the centre, where individual children are encouraged to reach their full potential;
- To be actively involved in a programme of development with the children in relation to their self-help skills, toilet training, toileting, dressing skills, personal care and eating skills and, where children have not yet developed these skills, to provide care and support for them;
- To provide warm, responsive and nurturing care that promotes secure attachments, emotional wellbeing and a strong sense of belonging, particularly for younger children entering the Nursery setting.
- To demonstrate understanding of nurturing approaches in line with national guidance and to engage in ongoing professional learning in this area.
- To support individual children with intimate care routines including nappy changing, toileting, sleep and rest routines in accordance with Nursery policies and safeguarding procedures.
- To encourage children's language and communication development and be aware of ways to stimulate language and communication through play, books, stories, alternative communication systems and by personal interaction;
- Where appropriate, to act as a key person for a group of children by taking the lead responsibility for them, ensuring they are comfortable and secure in their surroundings and are afforded every opportunity to acquire and develop skills appropriate to their age and ability;
- To support the development of individual skills, utilising interests and expertise in music, drama, movement, arts and crafts, literature and environmental studies, or other skills and interests, as appropriate, and to use these to assist in the delivery of the curriculum;
- To encourage children's development in other curricular areas where relevant and work in a support capacity with specialist teachers from other areas of the school;
- To encourage children to participate in the preparation of snacks and simple meals and, when involved in supervising mealtimes, to be aware of the emotional, personal and social developmental opportunities this
- process presents;
- To support children in using ICT as part of their learning. To use ICT where relevant in preparing resources, providing formal and informal reporting on children's progress using our electronic and online systems,
- supporting children's skill development and other work-related activity.

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To the Junior School and Nursery Department

- To take part in departmental meetings and in-service days as required by the Head through the Head of Junior School and Nursery;
- To attend open mornings/afternoons/play mornings as required by the Head through the Head of Junior School and Nursery in order to provide support to colleagues, families and children with regards to transitions and the positive promotion of the Nursery in general;
- In addition to term times, to work an agreed approximate 3 week period in Holiday Club (Oct/Feb halfterms, Easter and Summer) on a rotational basis. To be available during these periods as required and to contribute to the smooth operation of Holiday Club. Any additional hours worked during Holiday Club above contractual hours will be reimbursed monetarily;
- On an individual or team basis to be aware of and act on any additional support needs (for example, learning, dietary, medical, emotional and/or behavioural) and provide appropriate care and support through implementation of individual care and learning plans, with the guidance of the Head and Head of Junior School and Nursery, within the policy guidelines of the School (e.g. Behaviour Management);
- To be committed to working in an environment which promotes social and cultural inclusion and be aware of the particular requirements of children with additional needs;
- To promote equality and be aware of diversity issues ensuring that every child experiences a supportive and caring ethos;
- To work in a collegiate manner, respectfully communicating and showing support to other members of the Nursery team. To be prepared to participate in agreed rotational duties as required by the Head of Junior School and Nursery to ensure the smooth operation of the Nursery;
- To communicate responsibly and promptly with the Junior School Leadership Team through the Head of Junior School and Nursery if matters arise concerning a child's welfare or development;
- To be responsible as an individual or as part of a team for setting up equipment and working with children in both indoor and outdoor play areas, to lay out and clear playrooms and outdoor play areas. To contribute to the care and maintenance of equipment and apparatus including visual and aural aids;
- To participate in duties and activities the majority of which will be undertaken in the Nursery setting (for example playrooms, Junior School and outdoor areas). Some planned activities may be undertaken elsewhere in the community;
- To contribute to the planning and be responsible for groups of children on organised outings and to escort children on bus runs in accordance with the Health and Safety Guidelines of the School including the completion of any necessary documentation;
- To adhere to the advice outlined by the Care Inspectorate and followed by the Nursery with regards to ratios of children and staff, including children under three, both when in the Nursery environment and on external trips/outings;
- To assist in securing a safe, secure and hygienic environment for children;
- To attend to the immediate/basic need for comfort and care of children when injured/ill, completing appropriate record keeping in accordance with Nursery and School policy;
- Where appropriate, to provide basic good practice advice and support to volunteers, learning assistants and students;
- To provide visiting specialists with information for their records;
- To prepare and plan in advance for a weekly allocation of non-contact time, which is in addition to noncontact times before and after the main nursery day. To understand that this additional non-contact time will only be afforded when the nursery is operating within its ratios;
- To be involved in the purchasing, utilising, maintaining and cataloguing of appropriate resources associated with the delivery of the curriculum through, for example, making recommendations on required purchases
- based on judgements of children's needs.

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To the Whole School

- To contribute to practice which reflects current national early learning and childcare guidance and promotes high quality interactions, responsive care and continuous improvement.
- To work with colleagues to promote and maintain high standards of behaviour throughout the School;
- To contribute to the planning and implementation of a curricular programme which meets the needs of the individual and is in line with guidelines and standards, through attendance at planning meetings, the delivery of agreed programmes of activity and the production of appropriate records, reports and evaluations;
- To contribute to the development of an outdoor curriculum, which takes into account risk and play opportunities for the development of children. To show willingness to work in an outdoor environment as part of daily routines and activities;
- To observe, record and report on individual children's progress in line with the School's policies and procedures. To use observations, in consultation with the Head where appropriate, for the development of individual care and learning plans where necessary;
- To contribute to the building of developmental profiles of children in an educational setting through the use of observations and other appropriate methods of assessment, recording results, being jointly responsible for maintaining records pertaining to each individual's care and development, recognising that such profiles are available to parents and appropriate colleagues and other professionals with parental approval;
- To contribute to the delivery of an effective education and care service in line with the pre-determined policies and procedures of the School. To work as a team member and establish good and effective relationships with the children, staff and parents;
- To contribute towards the completion of transitional records;
- To participate in appropriate staff meetings and training sessions in order to ensure the smooth and effective operation of the Nursery;
- To participate in staff development and review;
- To keep professional knowledge up-to-date;
- To undertake a programme of continuing professional development activity, in line with School policy and procedures, based on an agreed plan which will support and improve individual and group skills, knowledge and ability in furtherance of the provision of an effective service;
- To maintain high personal standards of punctuality and appearance;
- To seek the Head's authorisation for any anticipated absence from School; to give as much notice as possible of unavoidable absence through illness.

To the Parents

- To seek to build relationships with parents to promote partnership;
- To liaise and work with parents, other members of the School team, other establishments and agencies in relation to the delivery of the curriculum and the welfare and development of the children;
- In doing so, to be sensitive to circumstances at home and in the family by working in partnership with parents and carers towards the care and education of their children;
- To be prepared, on occasion, to communicate in a lead role with parents and include them in the development of their child.

Further details of duties, responsibilities and procedures can be obtained from the Staff Handbook.

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Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the contract of employment.
- To ensure safety and supervision of children at all times applicants must be certain they can meet the physical demands of the position. Duties and activities will be carried out in accordance with Health and Safety Guidelines.
- The post holder will be required to provide personal care duties to the children.
- The post holder will be required to work as part of a team contributing to decisions regarding the day to day activity within the Nursery.
- Applicants for this position must be registered with, or eligible to register with, the Scottish Social Services Council and must adhere to the SSSC Codes of Practice at all times. Preferred candidates will be required to join the PVG scheme or undergo a PVG scheme update check prior to a formal offer being made by the School.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed as appropriate and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

Hours of Work

42.5 hours per week (Monday to Friday, 9am to 6pm with 30-minute unpaid lunch break).

Term Time plus in-service days. 3 weeks Holiday Club work during Normal School Holidays will also be required.

Fixed-term until 6th August 2027.

Salary

Annual salary of £26,432.37 per annum.

Key dates

Closing Date: Sunday 25th October 2026

Interviews: TBC, but expected to be early November 2026

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