



EDGBASTON HIGH SCHOOL

EARLY YEARS ROOM LEADER

Full time starting in September 2025



INFORMATION FOR APPLICANTS

HISTORY

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

GOVERNANCE

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last decade over six million pounds have been spent on major development and refurbishment programmes.

MODERN AND AMBITIOUS

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

SCHOOL SITE AND FACILITIES

Pupils' education at EHS is supported by superb academic facilities in our 14 acre site – from our modern classrooms and science labs to our ICT suites and libraries. We also provide excellent facilities for a wide range of creative and sporting activities, including:

- Outdoor classrooms
- Swimming Pool, equipped gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment

PUPILS

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.





WORKING AT EDGBASTON HIGH SCHOOL

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in:

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of ECTs
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

BENEFITS

- Access to a staff Pension Scheme with highly attractive employer contribution rates
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- Generous fee remission for the children of staff who might wish to attend EHS
- Free access to the Botanical Gardens for yourself and your family
- Free on-site parking

HEALTH AND WELLBEING

Your health and wellbeing are important to us and we offer:

- Free use of the school's gym and swimming pool at agreed times
- Access to our onsite counsellor
- Access to an employee support package
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

ETHOS

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.



DIVERSITY

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.

WESTBOURNE, THE PRE-PREPARATORY DEPARTMENT

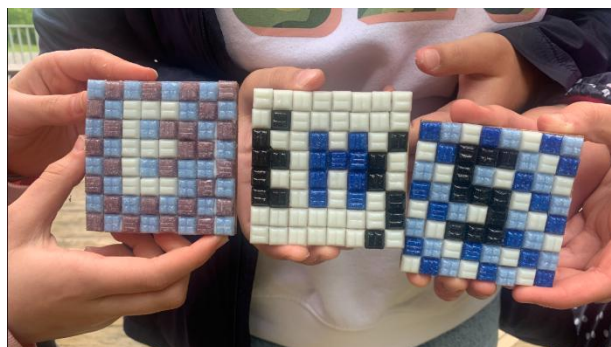
In Westbourne, young girls are given every encouragement to develop their character, confidence and individual strengths. From an early age, we make your daughter's personal and social development the highest priority. Pupils may join at any stage, in Nursery aged 2½, Kindergarten at 3+ or Reception at 4+. We have a superb purpose-built Nursery and specialist play areas, ICT facilities and dedicated reading areas. Parents are encouraged to register their daughters early as places are often over subscribed.

Every class, from Nursery to Reception, has a fully qualified teacher and classroom assistant. A warm, nurturing environment is created and close links with families are quickly established. The school offers a popular Holiday Club which Westbourne girls can attend.

The Pre-Prep curriculum follows the Early Years Foundation Stage (EYFS) guidelines with many girls working well beyond national levels. A good balance is created between learning through play and subject focused work.

The curriculum is enhanced with the inclusion of ballet lessons for all girls in Westbourne and with the introduction of weekly swimming and French lessons in Reception. Our outdoor classroom also offers the opportunity to take learning outside.

The girls are proud of their school and enjoy meeting visitors so do come for a tour when the girls are in school!





EARLY YEARS ROOM LEADER

Job Description

Reports to: Senior Teacher (Pre-Prep), Head of Pre-Prep and Prep

Direct reports: EYFS Teaching Assistants

Key Tasks and Responsibilities

Principal Purpose

- To support the Senior Teacher (Pre-Prep) in the delivery of the EYFS curriculum
- To assist in the provision of a high standard of care for children placed in the EYFS in a way that meets their physical, social, emotional, intellectual and developmental needs.
- To encourage parents to take an active interest in their daughter's progress and to make them feel welcome in the school, ensuring they have a clear picture of their daughter's development.
- To assist with the implementation of the daily routines within EYFS.
- To evaluate the effectiveness of the planned curriculum and to ensure an effective system of assessment and record-keeping is maintained by staff. This will involve planning, implementing and recording evidence for EYFS profiles
- To be responsible for planning in collaboration with the team of Teaching Assistants
- To adhere, with guidance, to the Policies and Procedures of the EYFS.
- To be an excellent role model for all staff within EYFS
- To give support to all other staff within the EYFS

As a member of the EYFS

- Meet the emotional, social and academic needs of the children in the setting and encourage them to develop good social and interpersonal skills as they learn to interact with their peers
- To assist the Senior Teacher (Pre-Prep) by supporting all children to access the curriculum at an appropriate level to their ability, and in all tasks that support teaching
- To plan and implement stimulating, age-appropriate activities for the children, ensuring the room is always well resources and creatively setup.
- To have a full understanding of the EYFS systems of record keeping and keep records of the children's development, using the key person system.
- To provide objective and accurate feedback and reports as required, to the Senior Teacher (Pre-Prep) on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating records, contributing to the children's learning, assessment and observations, ensuring they are kept up to date.
- To ensure that such records that are required are of a high standard and are shared effectively including IPM for children with SEN.
- To display pupils' work
- To assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourage independence, self-motivation and eagerness to learn.



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- To be familiar with the EYFS Statutory Guidance, Ofsted and ISI Guidelines and recommendations of good practice and to assist in their implementation.
- To share in the responsibility for safeguarding and promoting the welfare of all children in the EYFS.
- To build and maintain relationships that encourage trust, open communication and involvement in Nursery life for children and parents.
- To liaise with parents and encourage their involvement in the aims of EHS Prep School and in all aspects of their daughter's care.
- To attend parents' afternoons/evenings as required by the Head of EHS Prep School
- To liaise sensitively and effectively with parents/carers, and participate in feedback sessions/meetings with parents or visiting professionals as directed.

Supporting the unique child

- To help children with feeding, changing clothes and toileting.
- To change nappies as necessary
- To help maintain hygienic standards at all times.
- To provide comfort and warmth to a poorly child.
- To work as a team to provide a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To report any signs of illness, neglect or apparently non-accidental injury.

As a member of EHS Prep School staff

- To assist in the daily domestic management of the setting, including ensuring that the school is kept safe, secure and clean at all times.
- Be prepared to help where needed in the preparation of snacks, cleaning the equipment and changing nappies.
- To respect the confidentiality of information received.
- To be aware of the high profile of EHS Prep School and to uphold its standards at all times.
- To attend staff meetings and INSET sessions as required by the Head of EHS Prep School.
- To attend school events such as Open Days, Sport Days and other dates as published in the school calendar.
- To perform any other tasks or duties which the Headmistress may reasonably assign.
- To be prepared to undertake additional training deemed suitable for the fulfillment of the role.

Other Tasks

- To be familiar with EHS Prep School's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- To be aware of and comply with policies and procedures relating health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To act in a professional manner at all times, supporting the school's ethos and values.
- To carry out any other reasonable duties at the request of the Head or Prep and Pre-Prep or the Headmistress.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/work/aims of the school.



EARLY YEARS ROOM LEADER

Person Specification

Competencies

- Common sense and initiative - Essential
- Good communication skills - Essential
- Ability to deal with information sensitively and confidentially - Essential
- Good record keeping - Essential

Knowledge and Experience

- Previous experience of working with young children - Essential
- Experience of working in an Independent Nursery - Desirable
- Knowledge of EYFS systems and statutory guidance - Essential

Education

- Early Years Qualification - Essential

Personal attributes

- Build and maintain positive relationships through effective interpersonal skills
- Strong organisational and administrative skills
- Sensitivity to others and the ability to work cooperatively
- Excellent communication skills to inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively
- Good IT knowledge – including the use of Apple products
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Shares the School's values and is committed to the School's vision
- Ability to deliver feedback effectively
- Wholehearted commitment to the life of a vibrant school community

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references.





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HOW TO APPLY

We are looking for an experienced, enthusiastic and kind Early Years Room Leader who is passionate about Early Years education and who recognises the pivotal role of this stage in a child's development.

This position is full-time, starting in September 2025.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.





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Applications, addressed to Mrs Nina Hobson (Head of Prep and Pre-Prep), should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Please submit these to the HR & Compliance Officer, Ms Corinna Gregory:
recruitment@edgbastonhigh.co.uk

If candidates prefer to send their application by post, it should be addressed to:

Corinna Gregory, HR & Compliance Officer
Edgbaston High School for Girls
Westbourne Road
Edgbaston
Birmingham B15 3TS

The closing date for applications is **9am on Monday 14th April 2025.**

Interviews will take place at Edgbaston High School for Girls during the week commencing 28th April.

Successful candidates will be invited to a formal interview and to prepare specific activities.

There will also be an opportunity to tour the School on the day.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

