



RICHMOND HOUSE SCHOOL



Candidate Information Pack

**Early Years Practitioner &  
Wraparound Care Assistant**



# THE SCHOOL

# The School

Richmond House School is a non-selective independent preparatory school and nursery for children aged 2-11 years, situated in North Leeds. Our high calibre staff deliver an outstanding education that realises the unique potential of each and every pupil, and create an environment where children are happy to learn. The school benefits from 10 acres of playing fields which incorporates sports facilities and a dedicated outdoor learning area.

Our latest ISI Inspection in February 2025 confirmed that all Independent School Standards were met, highlighting key strengths:

**Pupils' wellbeing is prioritised, with PEAK values embedded in education.**

**The curriculum supports good progress from different starting points, with pupils gaining knowledge and skills across all subjects.**

**Pupils engage in a wide range of extracurricular activities.**

**Pupils develop confidence, respect for others, and a mature understanding of their responsibilities in a diverse community.**

Academic excellence is a critically important factor in our ongoing success and contributes to our high pass rate at 11+ examinations, with many pupils gaining scholarships. Many secondary schools describe our pupils as well prepared, independent learners with outstanding communication skills. We are non-selective and currently have over 230 pupils on roll. The school has a wide catchment area and children travel from a 10-mile radius.



# Mission and Values

## Our Mission

To provide an outstanding education, that realises the unique potential of every pupil, whilst ensuring the very best pastoral care.

## Our Values

Our values are the norms, behaviours and beliefs that guide pupils and staff at Richmond House. Our values are as follows:

**Participation** – Actively engage in all opportunities presented, explore new interests, and embrace challenges.

**Enjoyment** – Adopt a positive mindset, approach things with a smile on your face, and aim to bring out the best in others.

**Achievement** – Work towards being the best version of yourself, recognising and celebrating your accomplishments and those of others.

**Kindness** – Consider the feelings of others, be polite, respectful, and honest, and extend a hand to those in need.

Our values can be abbreviated to the acronym 'PEAK'.



PEAK

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Participation | Enjoyment | Achievement | Kindness



## Teaching and Learning

Staff are committed to giving each child the opportunity to develop into confident individuals, prepared for their future academic, social and emotional challenges when they leave us at the end of Year 6. We pride ourselves on realising the unique potential in every child and offer a challenging and varied curriculum. Alongside our Class Teachers, who deliver most of the National Curriculum subjects, we have several specialist teachers delivering Sport, Art, Design Technology, Drama, Music, Science, French, Spanish and Outdoor Learning.

The academic performance of each individual child is monitored on a regular basis and tracked through formative and summative assessments. We offer SENDCo support throughout school and our SENDCo works alongside classroom and subject specialists to deliver a joined up and personalised approach for each pupil that requires additional support.

We do not confine learning to the classroom and we incorporate many activities to complement our academic curriculum. Outdoor Learning forms a key part of our curriculum for all year groups, ensuring we make full use of our outside space and Yurt.



## Pastoral, Wellbeing and Safeguarding

The pupil's wellbeing is central to everything we do at Richmond House. We believe that to be successful, we must be a happy school and we work closely with staff, parents and pupils to ensure the wellbeing and progress of all the children in our care. Central to this is our very own Wellbeing Star which plays a significant role in informing the planning of themed assemblies, PSHE lessons and whole school events.



## Enrichment and Wraparound Care

We operate pre and after school care from 7.30am until 6.00pm daily, and additionally, have a school holiday club available to all our pupils. After school activities are extensive and include art, chess, climbing, fencing, musical theatre, netball, and rugby, to name but a few.

Trips and visitors also form an important part of school life and help to bring alive the curriculum.

The school has a strong sporting culture. Decorated triathletes, Alistair and Jonny Brownlee, are Richmond House alumni. Our extensive outdoor space facilitates a variety of sporting pursuits including cricket, cross country, football, hockey, lacrosse, netball, rounders, rugby and tennis. The opportunity for every child to participate from Nursery to Year 6, whatever their ability, is paramount, and the school operates an inclusive sports policy. Great emphasis is placed on involvement in activity and the encouragement of others. Our teams regularly compete against other schools in a wide variety of fixtures and tournaments with frequent success.



At Richmond House School we passionately believe that music is an intrinsic ingredient of a rounded education. Participating in singing, classroom collaborative activities, learning an instrument and being involved in Richmond House's eclectic array of musical extra-curricular activities, develops confidence, teamwork, communicative ability, and a life-long love of music. Our strong culture of music and drama creates opportunities for the whole school to come together to deliver outstanding performances. These performances include a Year 6 play, Harvest Festival, Christmas Concert, Spring Concert, nativities, and Prize Day performances.

Pupils are encouraged to learn an instrument, and over half of the children in the school have one to one music lessons, many of whom go on to join the school's Orchestra or Guitar Ensemble. Singing is also an important part of class music lessons throughout the school and many pupils are involved in one of our large Junior or Senior Choirs and our Jazz Choir. In the past our choirs have performed with the Yorkshire Philharmonic Choir.



# THE ROLE



# The Role

We are looking for an experienced and enthusiastic Early Years and Wraparound Care Practitioner to join our wonderful team of staff providing care and education for children in a school, wraparound care and holiday club setting.

The role is 52 weeks per year, c. 40 hours per week, on a compressed hours basis offering the successful candidate flexibility and balance.

## Main purpose of the job

- To assist teachers with the delivery of the curriculum in EYFS and the day to day needs of the pupils in the class so they can exceed expected progress.
- To be responsible, alongside the teacher, for the welfare and pastoral care of the children.
- To assist with the running and supervision of After School club and Holiday club.

We are also seeking an EYFS Wraparound Care and Holiday Club Co-ordinator as an additional responsibility which could suit an experienced candidate.





## Job Description

The successful candidate will be an enthusiastic, reliable practitioner with experience of Early Years settings and excellent pastoral care. The Early Years and Wraparound Care Practitioner will report to the Deputy Headteacher and work closely with other EYFS staff, as well as the broader staff community as a whole. Core responsibilities of the role will include:

- To be an effective support to the teacher or wraparound care manager in the setting, delivering planned activities to support children's learning and play.
- To work under the direction of the teacher or wraparound care manager to prepare and maintain an effective environment, by preparing resources and clearing up afterwards, both indoors and outdoors.
- To supervise children and support specialist teachers and coaches in other activities across the school.
- To assist in the collection of assessment material and record keeping as requested by the teacher and administrative tasks as appropriate.
- To maintain good discipline, promote good manners and consideration among pupils.
- Establish a good relationship with the children by appropriate communication.
- To supervise and support individuals, groups of children and whole classes in both adult and child initiated activities to support their learning and development.
- To undertake playground supervision for the whole school and Early Years, encouraging appropriate behaviour, and following the school behaviour policy.
- To liaise regularly with the teacher and wraparound care manager and take part in planning meetings, INSET and Open Days as required.
- Undertake aspects of toilet hygiene and intimate care, first aid and look after children who are unwell as required.
- To work in support of teaching and childcare across other classes and in other years groups if required.
- To accompany children on visits, trips and activities as required, taking responsibility for a group under the supervision of the teacher or wraparound care manager.
- To execute an exciting and enjoyable Wraparound Care and Holiday Club Programme.
- To follow whole school policies.
- To undertake other duties within the school as may be reasonably expected, from time to time, without changing the general character of the duties or the level of responsibility entailed as required by the Headteacher.

# Person Specification

## Essential

- Excellent planning and organisation skills.
- Resilient, calm and tenacious under pressure.
- Highly self-motivated, able to energise and motivate self and others.
- Able to work unsupervised.
- Ability to create a stimulating and enthusiastic working environment.
- Ability to prioritise own workload and work flexibly, and at times under pressure.
- Ability to work collaboratively in a team and delegate where appropriate.
- Encourage high standards of effort, care and presentation.
- Always promote positive behaviour with consistency and consideration for the aims and ethos of Richmond House School.
- Build excellent relationships with children, parents and colleagues.
- Friendly and approachable with a can-do mind-set.
- Punctual, flexible and reliable.
- Commitment to promote and safeguard the welfare of children.
- An approved qualification in childcare or teaching at Level 3 or above.

## Desirable

- Paediatric first aid trained would be desirable, and willing to undertake further training as necessary.
- Experience working in a Nursery or Wraparound Care environment.
- An approved qualification in childcare or teaching at Level 6 or above.
- Knowledge of child protection issues and how to safeguard children.

# Employment Benefits

The package will include:

- A competitive salary dependent on qualifications and experience.
- Flexibility to suit the successful candidate.
- CPD opportunities including comprehensive online training packages.
- Six weeks paid annual leave.
- Salary sacrifice schemes for cycle to work.
- Competitive private health care scheme.
- Lunches provided free of charge during term time.





# Application Process

Please download an application form from our website:

[www.rhschool.org/contact-us/vacancies](http://www.rhschool.org/contact-us/vacancies)

**Return to:**

enquiries@rhschool.org

**Application deadline:**

To be confirmed.

**Interviews:**

Interviews will take place to suit candidates' availability.

*Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches will be undertaken for shortlisted candidates and successful applicants are subject to an enhanced DBS check.*







# RICHMOND HOUSE SCHOOL

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