



Information for Candidates

Nursery Lead Educator

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Headmistress' Welcome

Thank you for your interest in the Nursery Lead Educator vacancy we have at Terra Nova School. Whether this is the first time you've come across Terra Nova or you already know us well, it doesn't take long to understand that whilst our setting is extremely beautiful, it is the people within who make it the special place it is with our pupils at its heart.

Our dedicated and highly skilled staff is the linchpin of the community and our pupils are at the centre of everything we do. If you like what you read here and think you could be a good addition to our team, then we'd love to receive your application.



As a leading prep school, nestled in the Cheshire plains, we were graded 'excellent' in all areas by the Independent Schools Inspectorate in July 2022 and exceeded in all areas in November 2025. We have ambition for every child and our philosophy for education is simple – a truly whole child education where all pupils achieve their potential to lead happy and fulfilled lives.

Reflected in our vision and values, we unearth each child's talent through a curriculum that is truly broad and balanced. Our dedicated and highly skilled teaching team carefully craft opportunities for challenge and learning. Character values are explicitly taught and practised at every opportunity to further enhance our whole child approach. Our support team is integral to providing that nurturing and supportive environment that enables our pupils to thrive.

Welcome to Terra Nova

At Terra Nova School ambition begins and futures take shape. Nestled in the rolling Cheshire countryside, we believe that every child has unlimited potential – and we have ambition for every child.

As a leading co-educational day and boarding prep school, and part of the Shrewsbury School Family, we combine tradition with innovation to deliver an education that excites and empowers.

Our pupils are curious, confident, and full of character – qualities that flourish through inspiring teaching, enriching opportunities and a culture that celebrates individuality. Excellence is woven into every day. From Nursery through to Year 8, our pupils are challenged to think deeply, act kindly and embrace new opportunities. They are taught by talented and passionate educators who bring learning vividly to life ensuring that curiosity and confidence grow hand in hand. Our wider school community creates a safe and secure environment filled with excitement and opportunity, where pupils' wellbeing and happiness is paramount.

Terra Nova also benefits from being part of the Shrewsbury Family of Schools. This pathway allows us to extend the same ethos and standards into the senior years, with Shrewsbury School recognised as one of the UK's leading independent schools. For our families, this means a joined-up journey from early years through to Sixth Form a reassuring continuity of care, character and excellence. For our staff, this means access to a larger family of support, greater expertise, collaboration, resources and opportunities for development.

Nursery Lead Educator

Salary £29,000.00 - £30,000.00 DOE

Terra Nova Preparatory School, situated in the heart of Cheshire, is a renowned independent, co-educational, preparatory day school of 230 pupils aged 2-13. Terra Nova School has a wonderfully happy, creative atmosphere where each individual is challenged, cherished and inspired to reach their potential. Every child is encouraged to do their best, resulting in outstanding results academically, on the sports field and in the creative and performing arts.

We are seeking a passionate, experienced and motivated Nursery Lead Educator to join our early years team. The successful candidate will lead and support the delivery of high quality childcare and early years education. Creating a safe, nurturing, and stimulating environment where children can learn, develop, and thrive.

The successful candidate will lead by example, support and supervise staff, and create a safe, nurturing, and stimulating environment where children can grow, learn, and thrive. This role requires strong leadership, excellent organisational skills, and a solid understanding of the EYFS framework and safeguarding procedures.

TN believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor TN, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation. Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Closing date for applications will be Friday 12th June 2026

Interviews will take place Friday 19th June 2026

Shrewsbury School and Terra Nova School are committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post.

Position **Nursery Lead Educator**

Classification **Early Years**

Working Hours **37.5 hours per week, between 8:00am and 5:00pm Monday to Friday**

The hours of duty are 35 weeks (term time) and six weeks over the school holidays plus INSET days. These hours may vary according to the needs of the school and in agreement with the Headmistress.

Reporting to **Head of Pre Prep**

Duties and Responsibilities:

Leadership and Classroom Management

- Lead the daily operation and organisation of the nursery and both of the nursery rooms to ensure a safe, engaging, and high-quality learning environment
- Work directly within the classroom and be counted in ratio as part of the staff team.
- Supervise, support, and motivate nursery practitioners, assistants, and support staff within the nursery classroom
- Delegate responsibilities effectively and ensure staff work collaboratively as a team
- Act as a positive role model, promoting professionalism, enthusiasm, and best practice at all times
- To present a professional, presentable image at all times.
- Support recruitment, induction, and ongoing development of staff where required
- Manage the purchase of departmental educational supplies.
- Oversee and support Supernovas (wraparound club) in term time and ensure plans/ timetables are in place for all holiday periods.
- Participate in any relevant meetings/professional development opportunities at the school, which relate to Early Years.
- Work with Admissions to manage session timetables and any changes/ additional sessions.
- Send welcome packs and collect all relevant paperwork for children who are starting.
- Manage staffing rota for Nursery and set cover when needed.
- Conduct regular staff observations and performance reviews
- Lead nursery staff meetings, nursery development plans and quality improvement initiatives

Childcare and Early Years Education

- Plan, prepare, and implement stimulating educational activities in accordance with the EYFS framework
- Support the implementation and embedding of the nursery curriculum through meaningful daily experiences and high-quality interactions
- Ensure the curriculum is consistently reflected within the learning environment, routines, continuous provision, and child-led experiences
- Use an In the Moment Planning approach to support spontaneous, child-led learning experiences based on children's interests and developmental needs
- Ensure activities are inclusive, age-appropriate, and tailored to individual developmental needs
- Promote a strong outdoor learning ethos, ensuring children have regular opportunities to learn and explore in a high-quality outdoor environment in all weather conditions
- Plan and facilitate engaging outdoor experiences that encourage curiosity, creativity, physical development, independence, and problem-solving skills
- Be accountable for the attainment, progress and development of the children
- Have a clear understanding of the needs of all pupils, including those with special educational needs, EAL, disabilities, and work closely with the SENDCo to support them.
- Observe, assess, and accurately record children's progress and achievements in line with the school's assessment guidelines and procedures
- Support school readiness and encourage independence and confidence
- Create a warm, welcoming, and secure environment where children feel valued and supported
- Complete accurate observations, assessments, and developmental records where required

Parent and Family Partnerships

- Build strong professional relationships with parents and carers
- Provide regular detailed feedback regarding children's progress, wellbeing, and development
- Promote the nursery's open door policy by maintaining approachable and consistent communication with families
- Support settling-in processes for new children and families and assist in the tours of new prospective families.
- Work collaboratively with families to support children's individual learning and care needs
- Handle parent queries and concerns professionally, sensitively, and promptly
- Promote a welcoming and inclusive atmosphere where families feel respected, supported, and valued
- Encourage parents and carers to actively participate in their child's learning journey and nursery community
- Guide families as they transition into Pre Prep.

Safeguarding

- Ensure safeguarding and child protection procedures are followed at all times
- Maintain a safe, secure, clean, and welcoming nursery environment both indoors and outdoors
- Carry out risk assessments and ensure outdoor learning environments remain safe, stimulating, and well maintained
- Ensure compliance with health and safety regulations, nursery policies, and Ofsted requirements
- Identify and report safeguarding concerns appropriately and promptly
- Administer first aid and medication in accordance with nursery procedures where required
- Read, understand and comply with the School's policies
- Behave at all times in a manner consistent with the School's ethos and staff code of conduct.
- Promote equality, diversity, and inclusion throughout the setting

Operational Responsibilities

- Support the smooth daily running of the nursery and assist management with operational duties
- Maintain accurate records, reports, and documentation
- Contribute to planning of nursery and wider school events, meetings
- Monitor resources and equipment, ensuring they are safe, appropriate, and well maintained

Other Duties

- Staff are expected to carry out other duties as reasonably requested by the Headmistress, and be prepared to help with or deputise for other administrative functions.
- Helping new staff and explaining administrative and IT systems to them.
- Work collaboratively with others to develop effective professional relationships
- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality

Health & Safety

- Read and be familiar with the School's Health & Safety procedures.
- Carry out the above responsibilities in a manner that ensures the safety and wellbeing of the pupils and other staff.

Person Specification

Skills and Experience

Essential Requirements

- Minimum Level 3 qualification in Early Years Education, Childcare, or equivalent
- Previous experience working within a nursery or early years setting
- Experience in a senior practitioner or Room Leader role
- Strong knowledge of the EYFS framework and safeguarding procedures
- Understanding and experience of In the Moment Planning and child-led learning approaches
- Experience supporting or embedding an early years curriculum in practice
- Passion for outdoor play and learning and confidence facilitating outdoor experiences
- Excellent leadership, communication, and organisational skills
- Ability to build positive relationships with children, families, and staff
- Ability to inspire, motivate, and support a team
- A proactive and positive attitude with a genuine passion about providing outstanding early years education and care

Desirable Requirements

- Level 5 qualification in Early Years Education or equivalent
- Experience of working in the private education sector
- Paediatric First Aid qualification
- Safeguarding training
- Forest School or outdoor learning experience
- Additional early years qualifications or leadership training

Our Ethos

A Terra Nova education provides a **safe, ambitious** and **nurturing** environment in which children can flourish: discover their **talents**, develop their **potential** and contribute to the **community**, to lead **happy, fulfilled** lives.

We support every pupil to grow through the principles of **GROWTH**:

GratITUDE – appreciating opportunity and giving back with generosity.

Respect – valuing difference and showing kindness in every interaction.

Outstanding education – inspiring ambition, creativity and curiosity.

Worldliness – nurturing open-minded, globally aware young people.

Teachers – recruiting exceptional educators who know and champion every child.

Happiness – ensuring children enjoy their learning and flourish through joy and purpose.

Our community lives by five core values: Resilience, Open-mindedness, Confidence, Kindness and Discipline. They are evident in every lesson, every performance, every game, and every friendship.



Co-Curricular Life at Terra Nova

Being a part of Terra Nova's thriving community is exciting, inclusive and full of possibilities. We firmly believe in an education where academic pursuits are supported by wonderful co-curricular opportunities: enriching experiences that ignite a spark, lead to another question or nurture a quiet confidence.

Prep School is a time to try everything, and to have enormous fun doing so! Pupils throw themselves into the near-endless array of opportunities at Terra Nova, taking advantage of everything that is on offer. Breaktime, Lunchtime or After-School Clubs further the academic and personal development of our pupils, whether it be polishing up their Maths, English or Coding skills, opening their creative minds, or thriving on challenges specifically tailored to our scholars.

The huge range of sports clubs takes advantage both of our own outstanding facilities and those in the local area, and pupils can try their hand at Fencing, Skiing, Cross-Country, Shooting, Golf, Athletics, Swimming, Gymnastics and Tennis in addition to any of the core school sports. Creative and Performing Arts opportunities abound, with almost daily rehearsals for pupils of all ages, and for those with particular interests, whether Mindfulness, Chess, Eco, or Dungeons and Dragons, there is undoubtedly something – if not many things – for every child.



The Application Process

Please complete the Terra Nova School application form together with a covering letter.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, Kingsland House, Shrewsbury, Shropshire, SY3 7BB.

The closing date for applications is 10am, Tuesday 9th June 2026.

Short-listed candidates will be invited to interview Tuesday 16th June 2026

Start date: September 2026

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

For an informal discussion about the role, please contact Clare Bowman (Headmistress' PA): via hr@tnschool.co.uk

Queries regarding the application process should be addressed to: recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please note the Recruitment Guidance Notes on page 15.

Contractual Terms

Salary

Salary is in the range of £29,000 to £30,000 per annum based on skills, qualifications and experience.

Hours

37.5 hours per week, between 8:00am and 5:00pm Monday to Friday.

The hours of duty are 35 weeks (term time) and six weeks over the school holidays plus INSET days. These hours may vary according to the needs of the school and in agreement with the Headmistress.

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Sick pay

Ranging from 1 month full pay and one month half pay to 6 months full pay and 6 months half pay depending on service.

Holiday

The postholder is entitled to the paid statutory minimum holiday entitlement under the Working Time Regulations 1998, which is to be taken during the school holidays and is paid as part of their normal salary.

Pension

All support employees are eligible to join the School's Pension Scheme (employee 5%, employer 3%).

Staff Benefits

Training & Development

All school staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

Lunch is provided at our dining room during term time, refreshments are provided on site.

Parking

Parking is provided free of charge on and around site in designated areas.

Employee Assistance Programme

Staff can access free wellbeing support, counselling and advice and guidance.

Recruitment Guidance Notes

Terra Nova School 2026

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter which details your suitability for the role and what you would bring to the School.

Note: Unfortunately, CVs are not accepted.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Terra Nova School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- Current passport, share code or eligible immigration document
- Current driving licence
- Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*).

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original

evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a health declaration questionnaire and if necessary, an occupational health referral will be made.

Safer recruitment checks

Please read through the School's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

DBS Disclosure and other checks

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The School will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.