

Candidate Application Pack



ATTIGO
ACADEMY TRUST
EXCELLENCE · COMMUNITY · DIVERSITY

Early Years Assistant

Keys Meadow Primary School



www.attigoacademytrust.co.uk
www.keysmeadowprimary.co.uk



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c/o Worcesters Primary School
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Dear Candidate,

Thank you for your interest in the position of Early Years Assistant at Keys Meadow Primary School.

Please read through the Job Description and Person Specification for the role and complete the application form.

Completed application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date as stated on the job advert.

We look forward to hearing from you.

Mandy Lawrence
Head Teacher
Keys Meadow Primary School

PLEASE NOTE WE DO NOT ACCEPT CVS



Attigo Academy Trust

Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

What we can offer staff joining our Trust

Founding Principles

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community. Below are some of the benefits of working for one of the schools in our Trust.

- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities
- Access to the Local Authority ECTs training programme (worth £4,000 per ECT)

Job Description: Early Years Assistant
Pay Scale: Scale 3
Responsible to: Class Teacher/Early Years Lead Practitioner



Purpose of the job:

Alongside other Early Years staff assist in the education process by working directly with children in the classroom, in particular;

- To ensure a warm, welcoming and safe environment is maintained and high standard of physical, emotional, social and intellectual care for children placed in the setting
- To provide high quality care and early years learning environment for children under the age of 5.
- Ensure that a high quality learning environment is maintained
- Plan and facilitate appropriate learning experiences for children based on their developmental needs and interests in relation to '*The Statutory Framework for the Early Years Foundation Stage*'.
- To assist in adapting provision where needed to ensure good or outstanding progress by all pupils within the Early Years Foundation Stage.
- To establish and maintain appropriate contact with parents, specialist support staff, and other adults involved in the education of children.
- To follow, maintain and promote the school core values.
- To ensure compliance with all school policies and procedure and government legislations.

Duties and Responsibilities:

- Assist other Early Years staff in the education process, by participating in the planning and development of the curriculum.
- Observe and monitor pupil progress, adapting an agreed approach to meet particular needs and assisting with maintaining records of the children's development and attainments, as directed by the Lead Practitioner.
- Assist in the provision of a full range of stimulating activities for children and encourage their physical, intellectual, emotional and social development.
- Promote the development of numeracy, language and speech, PSE and physical development including providing additional support to children with special needs or bilingual learners, by working alongside the teacher.
- To develop high quality interactions with children, to build on and extend their learning.
- Act as a key worker for a group of children when necessary
- Maintain secure relationships with pupils, ensuring the care, health and welfare of the children at all times.
- As directed provide additional care for pupils with particular needs as part of a planned programme and help maintain formal records.
- Maintain supportive relationships with parents referring difficult or sensitive matters to the Lead Practitioner/Teacher or Assistant Head for EYFS
- To share in the responsibility for safeguarding and promoting child welfare of all children within the nursery and to adhere to the schools safeguarding procedures.
- To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and Safety standards appropriate for the needs of young children.
- Assist with maintaining good discipline of pupils throughout the setting at all times. When directed escort and supervise pupil(s) on planned visits.
- To value parental contributions to the care of all children.
- To ensure confidentiality of all information received by staff within the school.
- Assist the Lead Practitioner by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
- The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Lead Practitioner, Class Teacher, AHT or Headteacher within the scope of this post.

Job Description: Early Years Assistant
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Other Responsibilities:

- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- To be aware of and comply with all Safeguarding policies and procedures.
- Be committed to the school aims and values and contribute to the wider life of the school.
- Be willing to undertake first aid training and provide first aid to staff and pupils as required.
- Ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

An enhanced DBS clearance will be required for this post.

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people.
Therefore, all workers and employees within Enfield are expected to share this commitment.*

We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Core Requirements	Essential	Desirable
<p>Attainments, experience and training</p>	<ul style="list-style-type: none"> • NVQ Level 3 in Childcare or an Equivalent Qualification that is relevant to the role • Experience of working with children under the age of 5 years • GCSE Grade A-C in Maths and English or equivalent • A basic awareness of policies relating to health and safety, equal opportunities, confidentiality, safeguarding, behaviour, attendance and data protection 	<ul style="list-style-type: none"> • Paediatric First Aid Certificate
<p>Special skills, knowledge and ability</p>	<ul style="list-style-type: none"> • Basic understanding of child development • An ability to work under direction to deliver a curriculum activity to a group of children effectively • To follow a range of behaviour strategies to promote good behaviour • Support the school's assessment for learning process • Provide feedback to the Teacher/Lead or Deputy Practitioner regarding set objectives • Record and write using correct English and punctuation 	<ul style="list-style-type: none"> • Demonstrate creative ability • Demonstrate high expectations of self and others • Have a good sense of humour • Able to work across different settings (Pre-school, Nursery, Reception)
<p>The Successful candidate must be:</p>	<ul style="list-style-type: none"> • Creative, organised and supportive • Able to work within and as part of a team • Open and approachable • Flexible and able to accept change • Motivate children who have some barriers to their learning • Passionate about raising standards for children in EYFS • Kind, calm and patient especially with the youngest of our children in their first experience of school life 	

SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.