

Early Years Educator Application Pack



Contents Page

3	Executive Headteacher Welcome
4,5	Our Schools
6	Job Description
7,8	Main Duties
9	Person Specification
10	Application Process
11	Contact Details



A Welcome from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Early Year Educator at New Wave Federation. This position is based at Shacklewell Primary School.

For over a decade we have built highly successful staff teams driven by their commitment to the communities we serve. Our ethos of '**Excellence for All**' underpins everything about our daily practice. Staff are passionate, dedicated and committed to allowing each child to achieve their highest potential.

The role requires someone who is passionate about children's learning and who has a rich knowledge and understanding of how learners learn. The right person will be someone who is up to date with 21st century education, who can use new technologies and who is creative and resourceful. Our parents and carers want the very best education for their children and so do we.

We can offer you schools which are well resourced, have an established culture of excellence and a commitment to personalised professional development. Our schools are vibrant, diverse and inclusive. If you are an effective communicator, have vision, energy and believe every child can and will succeed, we would like to hear from you.

This pack has been put together to help you with the application process. If you would like to visit the school for a tour to learn more about the schools we are happy for you to contact us. If you have any questions that you would like to ask please do contact Mrs Amina Zaki, Senior Admin Officer on 020 7254 1415.

Very best regards,



Nicole Reid
Executive Headteacher

Our Schools

Grazebrook Primary School

Leaders have created a calm and orderly environment in which pupils flourish. Pupils readily take ownership of demonstrating and living out the school values of kindness, focus, creativity, responsibility and collaboration. This can be seen throughout the school. The Grazebrook 'passport' aims to support pupils to develop as active citizens and enhance their understanding of the world around them. Pupils are proud to take part in charity work because they want to improve the lives of their wider community. The curriculum is highly ambitious and broad for all, including those with special educational needs and/or disabilities. Leaders ensure that all pupils are able to fully follow the curriculum. Pupils show real enjoyment and delight in learning new ideas and engaging with different experiences. Pupils achieve highly across the curriculum. Extremely strong outcomes in national assessments help to exemplify the strength of the curriculum and how well it is delivered.

At its most recent OFSTED inspection (November 2023) it was reported that the school is an **Outstanding** school.



Shacklewell Primary School

Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values are deeply embedded across the school- pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

At its most recent OFSTED inspection (April, 2025) it was reported that the school is an **Outstanding** school.

Our Schools

Thomas Fairchild Community School

Pupils are proud of their school and enjoy their learning. Leaders have created a safe environment where pupils can achieve their best. Children in early years have settled in quickly and they are ready to learn. Being responsible is one of the school values, and pupils keenly put this into action. For example, the pupil council has worked with leaders to improve the school lunch menu. Leaders and staff are committed to providing pupils with the best possible start to their education. They have created a stimulating learning environment in early years, where children thrive academically and socially. Pupils learn a broad range of subjects throughout school. Leaders have thought carefully about the key knowledge and skills they want pupils to know and remember. Pupils are keen to be reading ambassadors so that they can be involved in choosing books.

At its most recent OFSTED inspection (September 2023) it was reported that the school is a **Good** school.



Woodberry Down Community Primary School

Pupils at Woodberry Down readily demonstrate the school's values of collaboration, creativity, focus, kindness and responsibility. There is a strong sense of community. Pupils are confident, articulate and well-behaved. Leaders have created an environment where pupils try their best. They work hard and produce work of good quality in different subjects. Pupils are proud of their school and the exciting things they experience, such as residential trips, ice skating and museum visits. Pupils feel safe and are kept safe in school. Bullying is rare. Pupils know they can use worry boxes or talk to teachers about any concerns they might have and that these will be dealt with swiftly. Low-level disruption is rare, so pupils can concentrate and engage positively with their learning.

At its most recent OFSTED inspection (December, 2023) it was reported that the school is a **Good** school.

Job Description and Summary

Post Title	Early Years Educator (Level 3)
Responsible to	Executive Headteacher / Headteacher / Line Manager
Accountable to	New Wave Federation Governing Board
Salary	Scale 6 - (point 18 - 20) - £37,509.00 - £ 38,637.00 pro-rata term time only
Times / Hours	33.5 hours 8.30am - 4.00pm plus 1 hour planning
Direct Reports	Teacher and other Support staff

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Planning, preparing and delivering learning activities for individuals, groups, or whole class.
- Monitoring, assessing and recording and reporting pupils progress.

Main Duties

Support For Children

- Participate in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEP's).
- Prepare the learning environment, assisting in the organisation of the room arrangement and resources including valuing and displaying children's work.
- Take responsibility for a small group of children for varying types of activity, under the direction of the teacher.
- Support children who are identified as having Special Educational Needs (SEND), or English as an Additional Language (EAL), by organising the implementation of individual targets as set by other professionals.
- Accompany children on outside activities (eg. educational visits, etc.).
- Encourage children's development, independence, self-reliance, initiative and problem-solving skills.
- Observe children's activities and contribute to their written records.
- Work in a non-discriminatory way, being aware of differences and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential.
- Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.
- Be supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.

To be a Key Worker for a group of children

- Overseeing the introduction and settling in process for children and families into the school, including initial home visit with parent, giving initial information on school policies.
- Taking responsibility in planning, tracking and evaluating pupil progress.
- Setting individual targets and monitoring progress.
- Carrying out a full record keeping programme for each child according to school policy.
- Liaison with inclusion manager as required to ensure that all groups of children make good progress.
- Liaison with other professionals involved in the child's welfare.

Main Duties

Whole School Improvement

- Report back to the Headteacher on an ongoing basis with reference to health and safety issues
- Liaise with all external professionals required, maintaining the schools values in these interactions.
- Develop a close partnership with families from minority ethnic groups.

Safeguarding the health, safety and welfare of the children:

- Maintaining high standards of hygiene within the provision.
- Attending to the needs of sick or injured children.
- Applying First Aid as necessary, recording accidents and supporting children who are unwell until they are collected.

Providing personal care to children as required:

- Strictly adhering to the Intimate Care Policy when supporting children's personal care.
- Support children with toileting and changing children who have soiled.
- Dressing and undressing children whenever necessary throughout the day.
- Support with feeding at lunchtime and snack times where necessary.
- Moving and handling children, where necessary, following Health and Safety guidelines.

Extending own skills and knowledge:

- Attending in-service training, participating in job reviews/appraisals in line with school and local authority procedures.
- Take part in the schools performance management system.

Additional Considerations

- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.
- You must hold a valid Enhanced DBS check.
- You must promote and safeguard the welfare of children that you are responsible for
- You must have a strong commitment to furthering equalities in both service delivery practice.
- Due to close contact with pupils and high exposure to bodily fluids you will require a Hepatitis B vaccination.

Person Specification

		Essential	Desirable
Qualifications	NVQ, NNEB Early Years Educator (Level 3) or equivalent.	✓	
Experience	Working with or caring for children at Foundation Stage, including those who may have special needs.	✓	
	Experience in working in an Early Years setting (at least two years).	✓	
Knowledge	A sound understanding of early childhood development and learning.	✓	
	A good working knowledge of the EYFS curriculum.	✓	
	First aid training/training as appropriate is desirable.	✓	
	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	✓	
	An up to date understanding of Child Protection and Safeguarding procedures.	✓	
Skills	Good numeracy and literacy skills.	✓	
	Effective use of ICT to support learning.	✓	
	Ability to relate well to children and adults.	✓	
	Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
	Display commitment to the protection and safeguarding of children and young people.	✓	

Application Process

- Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.
- Candidates are advised that when completing the references section on the application form to please ensure that:
 - Your first referee is your current, or most recent, employer;
 - You provide a referee who can attest for your ability to work with children; and
 - If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.
- Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.
- Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

If you have any queries or require any further information, please contact Mrs Amina Zaki, Senior Admin Officer on **0207 254 1415** or azaki@newwavefederation.co.uk.

We look forward to receiving your application.



Contact Details



Shacklewell Primary School

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