Two young girls sitting at a table

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**A logo for a school

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**EYFS Apprentice**

**Application Pack**

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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Letter from Mr B Duffy, Headteacher, Newhall Primary Academy and Nursery

Dear Candidate

Welcome to Newhall Primary Academy and Nursery.

Our school opened in September 2018. We are a two-form entry primary school and nursery in Harlow, currently teaching children up to Year 5. We will continue to grow over the next year until we are at full capacity of 420 children in the main school. Our nursery is open all year round, taking children from one year to school age with spaces for 56 children.

We are a warm and welcoming school and nursery with state-of-the-art facilities including bright and modern classrooms and learning areas, an arts studio, a cookery room, a library and large fields and playground spaces.

Our staff are a dedicated team who strive to give the best for all children at Newhall. We have a well-structured curriculum, aiming for high academic standards across all subjects. Our children experience a broad and exciting curriculum which ensures opportunities for learning are maximised both in and outside the classroom. At the heart of our curriculum is reading: we ensure our children are confident readers who are well-equipped to meet the demands of our curriculum and develop a love of a range of books and authors.

We create a safe and calm environment for our children to learn where everyone is valued, respected and included. We ensure our children are well equipped to thrive in the world around them, ensuring we cater for their social and emotional needs.

Links between our school and local community are very important to us. We have a very active PTA ‘Friends of Newhall’ who facilitate a wide range of activities for our children, raising money for our school and charities.

I look forward to receiving your application.

**Mr B Duffy**

**Headteacher A logo for a school

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# Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**EYFS Apprentice at Newhall Primary Academy and Nursery, Roundhouse Way, Harlow, Essex, CM17 9SF**

At Newhall Primary Academy we inspire children to believe in themselves and each other. We create a safe, happy and inclusive environment that encourages independence, resilience and learning. Together we are curious and creative we love to learn new things and discover new skills and ask lots of questions. We are committed to working in partnership with our community and teach our children to be respectful citizens, preparing them for the challenge and opportunities of our future world. Our children are kind and enthusiastic- they love to learn.

As part of our continued growth and development of our nursery, Newhall Primary Academy and REAch2 Academy Trust are seeking to appoint an **apprentice** to join our nursery team. If you’re interested in working alongside likeminded professionals who go the extra mile to provide exceptional learning opportunities for children and want to learn on the job? We want to hear from you!

**Roles & Responsibilities:**

* On a daily basis the apprentice will be involved in supporting the children with their basic needs i.e. helping them at mealtimes, toileting and supporting their emotional needs
* Each Apprentice has a key group and as part of that role they will complete observations on the children with support from their mentor and put in place some planned activities to help the children to achieve their full potential against the Early Years Foundation Stage
* Take part in ensuring the children are kept safe at all times, completing risk assessments and reporting to the manager
* In-house training will also take place, for example for safeguarding
* The Apprentice will need to have an understanding of the nurseries policies and procedures and will gain a deeper knowledge of safeguarding procedures

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Apprentice will undertake all relevant training to support knowledge skills and behaviour in order to qualify as a Level 2/3 Early Years Practitioner IE: Safeguarding, Paediatric First Aid

**What is the expected career progression after this apprenticeship?**

Potential for permanent job with further career progression opportunities.

**Desired skills**

* Good verbal and written English
* Good time management skills
* Good communication skills
* Organised
* Problem solving skills
* Pragmatic

**Personal qualities**

* Patience
* Team player
* Ability to be creative
* Enjoy helping children learn through play

**Background information about the School**

Our school opened in September 2018. We are a two-form entry primary school in Harlow, currently teaching children up to Year 5. We also have a nursery which is open all year round and takes children from 1 year to 5 years. We will continue to grow over the next year until we are at full capacity of 420 children in the main school.

**Our curriculum aims to promote for all children:**

* A love of**reading**, ensuring our children are confident and fluent readers enabling them to access a range of high-quality texts and the curriculum.
* The development of **rich subject knowledge and vocabulary**within a **coherent, broad and balanced**curriculum for all children.
* The acquisition of **skills**across all areas of the curriculum and enabling children to **choose** and **apply** these in relevant situations including beyond the classroom.
* **A love of learning through the enrichment of the curriculum**with visits and experiences to create creative, independent and confident learners.
* The nurturing of **positive relationships to create respectful citizens** who work co-operatively with one another.
* Successful lifelong learners with a high self-esteem, who can **reach their full potential**and are**well-prepared for the next stage of their education.**

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Newhall Primary Academy and Nursery](https://newhallacademy.org/)

As a member of the REAch2 Trust, a national family of primary academies, Newhall Primary Academy and Nursery is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Mr B Duffy, Headteacher** by email [recruitment@reach2.org](file:///C:/Users/Michaela.Harris/Downloads/recruitment@reach2.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or nursery visit please contact **Ms E Pike, Nursery Manager** via the nursery office on **01279 351104** or by email [nursery@newhallacademy.org](mailto:nursery@newhallacademy.org).

## 

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Wednesday 29th May 2024 at 12pm (midday) |
| **School visits:** | By appointment only, please contact Nursery office |
| **Interviews:** | TBC with shortlisted candidates |
| **Contract details:** | Fixed term (18 months), full-time, all year round, M- F |
| **Salary:** | Actual salary Approx £12,313 per year |
| **Start date:** | June 2024 (pending Safer Recruitment checks) |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:**  **Early Years Apprentice**

**Responsible to: Nursery Manager**

**Core Purpose**

1. To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.
2. To give support to their staff within the setting.
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain strong partnership working with parents to enable children’s needs to be met.

**Responsibilities**

* To provide the highest standards of quality care and education in accordance with the EYFS
* To ensure that health and safety and security measures are constantly maintained
* To be aware of and act in accordance with current legislation, policy and procedures
* To develop a thorough knowledge of all the company’s policies and procedures – ensuring that they are always followed. Confidentiality outside of the nursery must be maintained
* To proactively plan prepare and contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff
* To keep a proper and accurate record of achievement on your key children in the progress folders for Newhall Primary Academy, parents and pre-school
* Under direction of the Manager, work alongside parents of special needs children to give full integration in the Nursery
* To assist in foreseeing the needs of Special Needs children and give physical, emotional, intellectual guidance as appropriate
* To support all staff and engage in good team practises ensuring that all communication is polite and courteous
* To work in close partnership and to develop and maintain good relationships with parents / carers and other family members and be available for meetings that may occasionally be outside of normal work hours
* To keep up to date with current issues that affect nurseries and to attend staff meetings and training as directed by your line manager
* To work alongside the Manager and staff team to ensure that the vision, philosophy and objectives behind Newhall Primary Academy are fulfilled
* To share relevant information and ensure that information passed between parents and staff is communicated to your line manager
* To maintain confidentiality about all issues related to children and their families; you’re own and other staff members issues and any other management or operational issues, this includes social media

**To develop your role within the team especially in your capacity as a key worker:**

* Plan learning activities for the key groups and include differentiation within the activities
* Keep children's progress folders up to date including photographs
* Complete observations and 4 monthly summaries on time

**Specific Child Care Tasks:**

* To be proactive in the preparation and completion of activities to suit the child's stage of development
* To ensure that mealtimes are a time of pleasant social sharing
* Washing and changing children as required
* Providing comfort and warmth to all children
* To interact and engage with the children in accordance with the children’s individual needs
* To ensure the provision of a high-quality environment to meet all aspects of the needs of individual children from differing cultures and religious backgrounds, and stages of development
* To be aware of the high profile of the nursery and to uphold its standards at all times
* To be an ambassador for Newhall Primary Academy, both within the nursery and in the wider community
* To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties

Daily you will be expected to engage with the children through play and activities to ensure that the children are fully engaged throughout the day. You will need to be flexible in the role and carry out all tasks and duties as requested while supporting the other staff within the setting, this can include domestic tasks such as preparing snacks and cleaning equipment. You will be expected to always maintain an excellent level of professionalism and provide a safe and enjoyable environment for the children.

You will need to be committed to your professional learning and development while completing your studies and apply the theoretical knowledge that you learn with your training provider to your practice in the setting.