



**Nursery Practitioner**

**Recruitment Information Pack**



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## About Us

Guisborough Montessori offers the highest standards of child care delivered by education specialists who are wholeheartedly committed to the well-being and development of the children in their care.

With exceptional facilities and resources in a secluded yet central location in the grounds of Prior Pursglove College, we have created a warm and friendly environment in which your child can thrive.

## Vision Statement

Guisborough Montessori strives to provide every child with experiences which will inspire confidence, independence, friendship and self-pride. We aim to spark curiosity and wonder through equality of opportunity for each individual child.

We seek to nurture each individual family to become strong partners in their child's learning experience and aim to build community relationships for the benefit of all.



## Values & Ethos

We wholly believe that all children have the right to an education which is tailored to their individual needs to ensure that they reach their fullest potential. Working in partnership with parents, we will ensure that we offer a rich and vibrant curriculum to ensure that all children have access to opportunities which will support their holistic development and that expectations are high for all children, always.

At Guisborough Montessori we welcome and value all families. We are committed to ensuring that each child understands the responsibility they have within the wider community – building on themes of mutual respect, the rule of law, democracy and individual freedom. These themes are modelled by staff in everything we do.

## Testimonials

*“When it came to settling our child into nursery, we were offered an extensive transition period. The staff understood the importance of him being able to transfer his attachment from myself to them and this new environment. They provided him with all the time he needed rather than giving an arbitrary number of hours that many other settings had offered us. Again, this demonstrated to me that at the core of this nursery is the happiness and welfare of the children and families.”*

*“There was a marked difference between Guisborough Montessori and the other nurseries I had viewed, there was so much experience and focus on the children that I had not experienced before. There is a real focus on family values, activity-based learning and the importance of play – this was in line with how I wanted my child to develop”*

*“Since starting nursery, my child’s development has been measurably different, his communication skills, his character, it is so noticeable. He is able to manage tasks that he struggled with prior to nursery, and his hand eye coordination has improved significantly.”*

*“The staff work on a child centered and child led basis and is evident when you spend time in the nursery. Staff are led by the children’s interests, and they use this to engage them in learning or sometimes just ensuring that the child feels happy and comfortable in the environment – both equally important in the early years.”*

*“Every week the nursery provides an excellent array of meals that the kids are able to help prepare. Every day our child attends he’s undertaking new activities, learning new skills and been given opportunities to increase his knowledge in a way which suits him best. Our son is very much an outdoor child and benefits greatly from the outdoor facilities at Montessori. He is particularly a fan of the sand pit and enjoys all of the outdoor activities.”*



## Application Process

The closing date for all applications is **Noon, Friday 6th December**

Interviews will be held **Friday 13th December**

An email will be sent to candidates with the outcome of the shortlisting process.

### **Application Process**

Please apply via the application form and email it to Chloe Bullen.

An email will be sent to candidates with details of the shortlisting process.  
We do not accept CV's.



### **Queries / Visits**

Please contact Chloe Bullen at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964

**When applying please take into account the following:**

### **Supporting Information**

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the job description & person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### **References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer.

## Job Description

Reporting to the Nursery Manager, you will be responsible for working with all children in the Nursery to enable them to make the best use of the educational opportunities available to them

### **Duties and Responsibilities:**

- Take care of children of pre – school age.
- To look after children’s health, comfort, safety and happiness while they are in Nursery.
- To support children to learn as effectively as possible both in group situations and on his/her own.
- To help and support children to make choices and become more independent.
- To establish supportive relationships with the children and parents.
- To promote the acceptance and inclusion of the child(s) with SEN, encouraging children to interact with each other in an appropriate and acceptable manner.
- Monitor the child’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the nursery manager to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the child’s efforts and develop self reliance and self esteem.
- To support the child in developing social skills both in and out of the areas in the nursery.
- To provide regular feedback on the child’s learning and behaviour to the Nursery Manager including feedback on the effectiveness of the behaviour strategies adopted or raise any concerns about a child.
- When working with a group of children, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- To know and apply nursery policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.

- To take part in performance review processes and training activities offered by the nursery to continue to extend personal development.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

### **Person Specification**

#### **Essential**

- A minimum of a Level 2 Childcare qualification from a recognised awarding body.
- Put children at the heart of everything they do.
- At least 3 GCSEs at grade A-C, or equivalent level 2 qualification, including English and Maths.
- Knowledge of relevant Child Protection, Health and Safety and Equal Opportunities legislation.
- Ability to demonstrate an awareness of confidentiality issues linked to home, child, practitioners and nursery.
- Able to work as part of a team and under own initiative.
- Ability to demonstrate reliability and initiative.
- Excellent communication skills, both written and verbal.
- Ability to work with children in both a group setting and on a 1:1 basis.

#### **Desirable**

- Knowledge and understanding of legislation and regulations relating to nurseries for young children and the inspections process by OFSTED.
- Paediatric First Aid certificate, or willingness to work towards qualification
- Ability to use ICT in the nursery setting

# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.



## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.