



The Rivers
C.of E. Academy Trust

Summerhill's Little Treasures



Application Pack

L6 or equivalent Early Years Practitioner



The Rivers
C.of E. Academy Trust

We are delighted to advertise the role of **Level 6 or equivalent Early Years Practitioner**

Salary: Dependent on qualification and experience

Contract: Permanent. Term time only plus training days. 1.0FTE

Start Date: 2nd September 2024

Summerhill's Little Treasures has an exciting opportunity to recruit an experienced, committed and innovative Early Years' Practitioner to join our team. Our setting is a lively, exciting place of learning. We work hard to raise our children's aspirations and also value the individual achievements of each child. We are passionate about raising standards and improving the life chances of our children. We can offer well motivated, engaging children, and a very supportive staff. We are part of the highly successful Rivers C of E Academy Trust.

You will have:

- Experience of leading a room/team to deliver a high standard of care and education
- Experience of planning and delivering challenging, engaging and enjoyable activities
- An understanding of how to develop relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore
- Approved level 6 or above qualification
- Previous experience of working in an early years' setting
- Good interpersonal skills
- An understanding of how children learn and develop
- A commitment to continued professional development
- Excellent communication and interpersonal skills
- Excellent organisation and efficiency as well as dedication and commitment

Your responsibilities will include:

- Leading a room to deliver rich learning opportunities and exceptional care that helps young children to develop
- Planning and providing effective care, teaching and learning that enables children to progress and prepares them for school
- Safeguarding and promoting the health, safety and welfare of children
- Working in partnership with colleagues, parents and/or careers or other professionals to meet the individual needs of the children
- Making accurate and effective use of assessment reflecting the needs, interests and stages of development of the individual children

Closing Date: 9am Monday 24th June 2024

Interview Dates: w/c 24th June 2024 and 1st July 2024

Start Date: 2nd September 2024

The application documents are available from the Little Treasures website and can be returned to us via the HR email address (hr-spa@riverscofe.co.uk). Shortlisting will take place by Monday 24th June 2024. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted. If you have any further queries, or would like to visit our setting, please call the main office on 0121 557 3282.

We look forward to hearing from you.

Yours sincerely,

Mrs Lloyd-Davies & Mrs Rich
Co-Headteachers

Summerhill's Little Treasures Job Description



Job title: L6 or equivalent Early Years Practitioner

Salary Range: Dependent on qualification and experience

Contract: Permanent. Term time only plus training days. 1.0FTE

Line of Responsibility: Responsible to Childcare Manager/Headteacher

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of school's **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety.
- We expect our staff to: deliver high quality performance for our children, have a positive and proactive approach, be passionate about learning and CPD; listen to and work collaboratively with others and engage in school and Trust life.

Key Purpose:

- To lead and manage a happy and safe Pre-school room for children, staff and others
- To plan and deliver challenging, engaging and enjoyable learning activities
- To form positive relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore
- Working as part of a team to deliver a high standard of care and education
- Working collaboratively with other agencies and professionals
- Developing partnerships with parents/carers to increase involvement in their child's development
- Management of the Pre-school room team members
- To support with the marketing of the Pre-school to ensure that it is a high quality, innovative provision
- To be responsible for any tasks delegated by the Manager and Headteacher

Accountabilities:

The appointee will work within the setting as a member of the nursery team.
The Manager will hold the post holder to account.

Key responsibilities and activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the Pre-school meets Ofsted requirements at all times.
- To undertake designated officer roles as directed.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to Pre-school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior leaders to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

Generic Responsibilities

- To undertake any further training as identified in the Trust review procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
- The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
- To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
- Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Principal Contacts

Pupils, parents, visitors, teachers, other school support staff.

The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Summerhill's Little Treasures Person Specification

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration. • Ability to work independently using own initiative. • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults including other professionals/carers/ • parents • Ability to demonstrate and promote good practice in line with the ethos of the setting both indoors and outdoors. • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. • Fluent English speaker • Effectively communicate with adults and children • Good written, verbal and nonverbal communication • Proven experience of working with children in an early learning environment • Experience of working in Pre-school in a school environment • Experience of working as part of a team • Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Individual Education Plans (IEPs), communication with parents 	<ul style="list-style-type: none"> • Experience of working with other agencies and professionals • Knowledge and understanding of the type of external support that is available to support children's development and how to access these services. • Ability to interact with children and support their involvement in physical activities and outdoor play • Consistent approach with children and parents • Experience of having kept written records of children's achievements including observations • Ability to promote and market the service to the wider community
<p>Personal qualities</p> <ul style="list-style-type: none"> • Proactive and positive team player, able to work constructively as part of a team to understand Pre-school roles and responsibilities and own position within these. • Enthusiasm for learning and working with children • Caring, friendly, approachable, open, inclusive, welcoming, and personable • Able to maintain confidentiality at all times 	<ul style="list-style-type: none"> • Reflective approach and commitment to personal development • Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments
<p>Qualifications</p> <ul style="list-style-type: none"> • Willingness to participate in other development and training opportunities • Relevant approved Level 6 or above • Paediatric First Aid qualification • Suitable level 2 literacy and numeracy qualifications (e.g. GCSE grade C or above) 	<ul style="list-style-type: none"> • Completion of Safeguarding Awareness course • Completion of Safeguarding Awareness course • Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, etc. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Requirement to participate in training/development as and when identified by line manager as essential for performance of the post. • Understanding of principles of child development and learning processes and in particular barriers to learning • Health & Safety certificates • First Aid certificate

About Our School



As part of the Rivers C of E Trust, the heart of all we do is our school ethos –Love, Learn, Live. At the core of this ethos is a belief in nurturing and ensuring the positive wellbeing of all our children. Alongside this we have an experienced, dedicated and determined staff team who have consistently high expectations of all children in all aspects of school life.

As a school, we are committed to creating a happy and vibrant community, where everyone feels valued, where students are stretched and supported academically and are given memorable experiences that excite them about learning for life. This is underpinned by our school values.

Our STARS values:

Sharing
Trust
Achievement
Respect
Safety

We are proud to be leaders of this 4-form entry primary school and independent nursery which caters for pupils from 3months to 11 years old. Within each class the children work in both ability and mixed-ability groups ensuring all children are supported and challenged at a level which is appropriate for their ability. We are dedicated to preparing our children to be active citizens, in an ever-changing world by providing a curriculum based on the United Nations Sustainable Development Goals. Teaching and learning is also supported by the use of technology and 1:1 iPads.

Thank you for your interest in Summerhill's Little Treasures. If you would like to find out more or to arrange a tour, please get in touch using the contact details.

Mrs Lloyd-Davies and Mrs Rich
Co-Headteachers

The Rivers Multi Academy Trust

When you join Summerhill's Little Treasures you become part of The Rivers CofE Academy Trust family, a group of 16 schools and over 800 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

Summerhill's Little Treasures

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Website : Summerhill Primary Academy

