

# Matford Brook Academy

## Nursery Manager

I am excited by the purposeful design of Matford Brook Academy as an all-through school, as well as our commitment to being community-focused and having the highest of expectations for every child.

Hannah Rose, Acting  
Headteacher



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# Key Details

## Salary

Grade D, actual salary:  
£23,858 – £26,274

## Location

Matford Brook Academy

## Hours

38.5/week, 40 weeks –  
7:30am–6:00pm Mon–Weds

## Interviews

Tuesday 8<sup>th</sup> July 2025

## Closing date

9am, Thursday 3<sup>rd</sup> July

## Required from

ASAP or 1st September 2025  
Some additional summer  
hours may be available for  
admissions administration

At Matford Brook Academy,  
we write our story.

We exist to provide an excellent,  
all-through education that empowers children to believe they  
can, and should, change the world around them.

## How to apply

\*The post may close earlier depending on  
applications received so if you are interested,  
please apply as soon as possible\*



For an informal conversation about the position please  
contact (name, position and email)



**APPLY NOW**

An application pack can be found at  
<https://www.tedwraggtrust.co.uk/vacancy> or click on the apply  
now button





# About Matford Brook Academy



Our mission at Matford Brook Academy is to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them.

We summarise this in one mantra that is woven through the fabric of our school: at Matford Brook Academy, we write our story. We are providing a school with an excellent education and broad opportunities for our children, rooted in the core understanding that, in order for children to thrive both now and in their future, they need to believe that the greatest influence on their lives is themselves.



We are looking for someone who is excited by the potential of a start-up school, enjoying all aspects of what this offers; someone who passionately wants to be in our founding team. With energy and ambition for this new school community, a resourcefulness for any challenge that arises, and a commitment to creating a flagship school in the South West, we will 'write our story' together. Our pupils are truly wonderful and will thrive with your care and kindness.

## The role of Nursery Lead

We are delighted to introduce our Nursery manager vacancy at Matford Brook Academy. This role offers an exciting opportunity to be part of a vibrant new setting where you can make a significant impact on the lives of our youngest pupils as they start to write their educational stories. We anticipate this role to involve one third of its time in an administrative capacity, and a third within the EYFS setting.

At Matford Brook Academy, we are committed to fostering an environment where each child begins a 14-year educational journey in our setting with enthusiasm and confidence. As Nursery Manager, you will have the unique chance to build strong relationships with families, helping them feel supported and engaged from the very start. Your role is pivotal in shaping our pupils' early experiences, instilling in them a lifelong love of learning and setting the foundation for their future success.

We are excited about the prospect of welcoming a new colleague who can:

- develop junior team members and work collaboratively with our experienced practitioners
- mentoring apprentices
- run our nursery administration – supporting transitions, staffing ratios, resourcing and finances
- develop our provision to ensure all daily planning links to our robust progression documentation and pupils' assessments
- ensure our statutory obligations are met whilst delivering warm, engaging and fun educational experiences for our children

Your ability to value everyone's input and dedication will be key to fostering a strong, cohesive practitioner team. We are a rapidly growing setting and will be delighted to hear what you can bring to our pupils and our fantastic Team MBA.

We are a school where all staff build positive relationships with children, parents and visitors to the school, seeing this as fundamental to every child's success.

We reflect this through the Values of Scholarship, Kindness and Community. You can read more about our Values on our website.



# A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Moira Marder, OBE**

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



# Job Description



Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by working under the guidance of the Senior/Primary Leadership team and using experience and expertise in Early Years, Care and Learning in an agreed system of supervision.

Work with the Early Years teaching team to agree and implement high quality practice and supervision of pupils within the nursery

Supporting pupils' access to learning using appropriate strategies, resources, etc

Working with other staff on planning, evaluating and adjusting learning activities in line with the early years guidelines

Providing objective and accurate feedback and reports to other staff on pupils' achievement and progress

Assisting with the supervision of pupils through our extended school day (7:30am-6:00pm)

Establish constructive relationships with parents/carers, running family events and training where necessary e.g. rhyme time sessions

Engage with and support children's learning and generally support children with set activities, independent problem solving and creative play

Provide pastoral support to pupils and attend to pupils' personal needs, providing advice to assist in their social, hygiene, health and wellbeing needs. Attend to the welfare and personal care of pupils including those with Special Educational Needs

Participating in comprehensive assessment of pupils to determine those in need of particular help

Complete 2 year old checks and work with multi agencies where appropriate

Lead in Nursery and provide supervision for Early Years Practitioners, supporting the development of apprentices

In liaison with the Early Years teaching team, provide smooth transitions for children to the next age group provision

Administratively lead nursery and pre-school, working with our business lead and administrative assistant to ensure families are billed and pay in a timely manner, headcounts are completed, staffing ratios are maintained and staff are deployed to best meet pupils' needs and requirements.

Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice

Ensure "Family" is used to its full potential as we embed this as our approach to EYFS management software

Ensure wrap-around provision runs to the same high standards as school-day provision and meets all the requirements of the EYFS

# Person Specification

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by working under the guidance of the Senior/Primary Leadership team and using experience and expertise in Early Years, Care and Learning in an agreed system of supervision.



## Qualifications

Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above) - essential

Level 3 qualification in child care approved by the DfE at a minimum - essential

## Experience

At least 2 years experience of working with or caring for children in a nursery - essential

Experience of leading in a setting for EYFS children - desirable

Experience of setting management using Family - desirable

## Other Skills and Attributes

Excellent communication - essential

Kindness, positivity and a deep love of working with children and families - essential

The ability to promote inclusion and acceptance of all pupils - essential

The ability to relate well to children and adults - essential

The ability to work effectively in a team, with a positive and collaborative manner - essential

Good Microsoft Office skills (Teams, Word, Excel and PowerPoint) - essential

Able to fulfil all aspects of the role with confidence and fluency in English - essential

Exceptional organisation and problem solving - essential

## Our Trust Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks

## At Matford Brook Academy...



# #lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwithus](http://www.tedwraggtrust.co.uk/workwithus)

Love coming to work



Experience high quality development



Inspire others





# The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute** (TWI) delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

## Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

## Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



### Sustained

Frequency is critical,  
not time span



### Practice-Based

Create new habits



### Domain-Specific

Create new habits



### External Expertise

Challenge the familiar  
& refresh ideas



### Professional

### Buy-In

Purpose & benefits  
eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



# Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

## Key Concept: Leadership



We believe that great leadership:



Fiercely educates



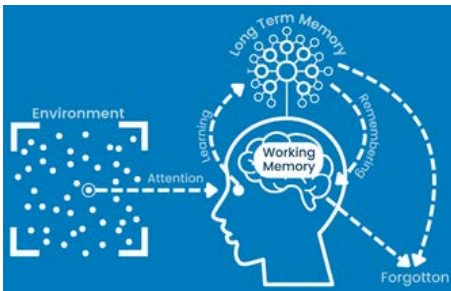
Thrives in a complex system



Is locally enabled

## Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



## Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

### Microsystem

#### Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

#### Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

#### School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

### Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHs and Early Help

### Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School



# Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



Up to 10% off all Pure Gyms



up to the value of £2,000.



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



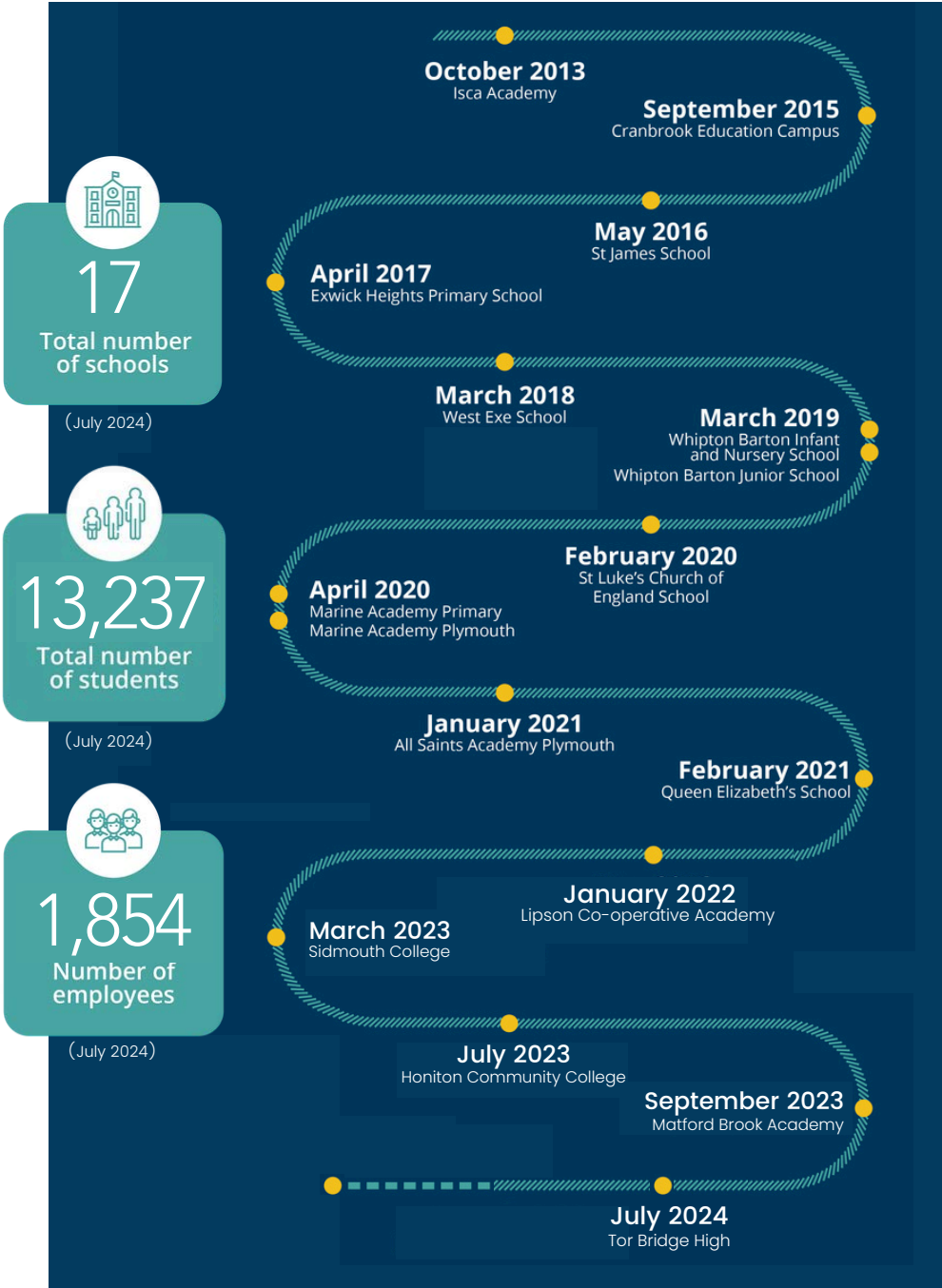
Family friendly policies and flexible working opportunities



# Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.





# Thank you for your interest in working for us!

