

Foreword from the Headteacher



Dear Applicant,

On behalf of the children, staff and Local Governing Body at Wellesley Park Primary School we would like to thank you for your interest in joining us and the Blackdown Education Partnership.

I joined Wellesley Park in January 2019 and each day it is an absolute pleasure to work with our children, parents and staff. We have high standards and expectations; all our staff work hard to ensure that every child is afforded the education they deserve, regardless of their background. We need staff to join us who share these very high expectations of themselves and those they work with.

Over the past seven years, we have led a period of significant school improvement, creating a positive, inclusive and ambitious learning environment where every child is encouraged to thrive. We are proud that this journey has been recognised through two successful Ofsted inspections, with our most recent report highlighting the strong practice, high expectations and nurturing culture that are evident throughout the school.

We are looking for a Nursery Practitioner who is passionate about enriching children's lives and ensuring they are given every opportunity to fulfil their potential both academically and socially. You will be joining an ambitious, hardworking and supportive team of staff who want to make a genuine difference and lasting impact on our children and families. If you share these aspirations and believe you can contribute to our continued success, I would be delighted to receive your application

Visits to the school are warmly welcomed, in fact encouraged to see for yourself our wonderful school environment and meet our staff and pupils. To arrange a visit, or for further information, please contact the school office on 01823 664876.

We are currently welcoming **ongoing applications** for the role of **Nursery Practitioner** to join our dedicated and friendly team. This is an **open advert**, and we will be reviewing applications and contacting suitable candidates **as they are received**—so don't wait to apply!

We look forward to receiving your application, understanding how you can complement our team, and inspire our children.

Yours sincerely,

Carly Wilkins
Headteacher



JOB SPECIFICATION

JOB TITLE: **Nursery Practitioner (Level 3 Qualified) - Wellesley Park Explorers**

How to apply: Details on the school website with a link to apply via Eteach

Deadline: We are currently welcoming **ongoing applications** for the role of **Nursery Practitioner** to join our dedicated and friendly team. This is an **open advert**, and we will be reviewing applications and contacting suitable candidates **as they are received**—so don't wait to apply!

Interviews:

School: Explorers Nursery part of Wellesley Park Primary School

Join Explorers Nursery as a Nursery Practitioner as we expand our nursery provision within Wellesley Park Primary School. This is a fantastic opportunity to shape the future of early years education in a modern environment designed to inspire exceptional learning and development. Be part of something special from the very beginning and help us create a nurturing, innovative space where children can truly thrive.

This new phase in our journey, shaping the future of early years education in a modern, purpose-designed environment that supports exceptional learning and development.

Grade: **14 - £26,016 to £26,847**
(£13.48 to £13.92 per hour)
Employers Pension Contribution 19.2%

Hours: **37 Hours per week** (part-time hours and term - time only may be considered for the right candidate)
Monday to Friday, hours between 7.30am & 6pm, all year

Disclosure Level: **Enhanced**
Reporting to: **Headteacher**
Starting: **As Soon As Possible**



We are seeking to appoint an outstanding Nursery Practitioners who are compassionate, dynamic, and resourceful to join our dedicated and hardworking team. This is an exciting opportunity to be part of a growing provision that now caters for children aged 9 months to 4 years, offering high-quality care and education all year round. We are committed to offering professional development opportunities.

- **Level 3 childcare qualification is essential.**

Our Nursery shares the fantastic grounds and facilities with our primary school and is open five days a week, all year round. As part of the Blackdown Education Partnership, we believe our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve and that they should be great places to work and learn.

What you can expect from us:

Eligibility to join excellent pension scheme.

Option to make additional voluntary contributions to pension for local government pension scheme members which can help boost retirement benefits.

Access to a range of continuous professional development opportunities.

Trust wide charity events designed to encourage our people to participate in meaningful activities. Access to wellbeing provision which offers information and advice on a range of workplace and personal issues.

Flexible working opportunities.

Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance.

Free car parking.

Gym membership. Many of our schools have on-site gyms, the use of which is available to employees at a discounted rate.

Cycle to work scheme which enables employees to purchase a bike and accessories for their commute to work.

Free tea and coffee.



Key Purpose of job:

To work under the direction of the Nursery Manager, EYFS Trust Manager/Headteacher. To support the aims and objectives of the Nursery and assist the Nursery Manager / Deputy in the organisation of a high-quality establishment for children from 9 months to starting school. To provide high standards of childcare and education - to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities. Assist in the delivery and implementing the Early Years Foundation Stage Framework and any other legal/statutory frameworks.

Duties and accountabilities of post:

- To promote the aims and objectives of the Nursery.
- To promote the high standards of the Nursery at all times to parents, staff and visitors.
- To ensure the provision of high standards of physical and emotional care.
- To be responsible for the supervision of children, identifying their learning needs and advising key staff of these.
- To ensure that the welfare and safety of children is paramount within the setting and any child protection concerns are always appropriately acted upon immediately, following SSCP guidelines.
- To attend relevant training/conferences/meetings to support professional development,
- To work alongside the parents/careers of special needs children to achieve full integration within the Nursery.
- To be responsible for implementing and monitoring systems of observation to enable children's progress and achievements to be regularly and effectively assessed and recorded.
- To assist with the preparation and maintenance of materials and equipment.
- To ensure high standards of hygiene and cleanliness are always maintained.
- To ensure the provision of a high-quality environment to meet the needs of individual children, having an awareness of any disabilities, family cultures, and medical histories.
- To ensure confidentiality of all information received.
- To liaise and facilitate close partnership working with parents, other family members and staff to help ensure that the particular needs of children are met, and that parental choice is considered in terms of care given.
- To be involved fully in staff meetings, planning meetings, parents' evenings, fundraising events and training sessions outside working hours, as required.



- To be aware of the high profile of the setting and to uphold its standards at all times both within work and outside.
- The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties and responsibilities that are within the employee's skills and abilities as may be determined from time to time by the Teacher/Manager.
- This job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Cover for absent colleagues as and when required.

Safeguarding

- To be aware of, and follow, the school's child protection policy ensuring children are safeguarded.

Fulfil wider professional responsibilities

- To act in a professional and confidential manner with all school information
- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.
- To accompany teacher and pupils on educational visits.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your practice through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.

Other responsibilities

- To undertake additional duties as required, commensurate with the level of the job. To contribute to the effective working of the nursery.



- Maintain positive, professional relationships with students, parents / carers and colleagues;
- Maintain a presence around the school to ensure that the highest standards of behaviour are upheld;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to Equal Opportunities and Anti-Discriminatory Practice.
- The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and vehicles;
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members;
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures;
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

As a school we are committed to the safeguarding of our community and we follow full safer recruitment procedures including relevant references and DBS checks.



Person Specification - Knowledge, Skills & Experience

The successful candidate must be able to demonstrate the following specific attributes.

Qualifications	Essential	Desirable
Minimum of a relevant and recognised Level 3 qualification in early years / childcare or equivalent	✓	
Evidence of ongoing personal development training	✓	
Desire to continue with professional development	✓	
Good standard of literacy and numeracy and excellent communication skills	✓	
To gain a recognised Professional Status i.e. Early Years Teacher Status (EYTS)		✓
Recent Pediatric First Aid certificate		✓
Basic Food Hygiene		✓
Experience		
Substantial post qualifying experience in working with children	✓	
Experience of implementation of EYFS	✓	
Experience of working with children aged 0-5 years	✓	
Previous experience of working with children with attachment / Additional needs		✓
Skills and Knowledge	Essential	Desirable
Knowledge of legislation relevant to Early Years such as EYFS, SEND, safeguarding, Childcare Act 2006	✓	
Knowledge of Child Development and children's needs	✓	
Knowledge on policies and procedures in relation to equality and inclusive practices	✓	
Ability to work with parents/careers/families to encourage partnership working	✓	
The ability to demonstrate an up to date knowledge of current thinking and development in early years	✓	
Awareness of planning/record keeping and Key Worker system	✓	
Awareness of Risk Assessments	✓	
An ability to be proactive in identifying problems and providing solutions	✓	
Suggest alternative ways of helping children if they are unable to understand		✓
Demonstrate the ability to learn and adapt from past experience		✓
The ability to think creatively and to solve problems		✓



An awareness of when to seek advice and support		✓
Personal qualities	Essential	Desirable
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
A commitment to maintaining confidentiality at all times	✓	
Good record keeping, report writing and presentational skills.	✓	
Process a level of general computer literacy with a range of IT skills.	✓	
Ability to work flexibly: self-evaluative adapting to changing circumstances and new ideas.	✓	
To be able to promote the Nursery/School in a positive and professional manner	✓	
A commitment to safeguarding and equality	✓	
Sense of humor	✓	
Highly organised with the ability to meet tight deadlines.	✓	
A commitment to ongoing relevant professional self-development	✓	
Patience: showing warmth, care, sensitivity and interest when dealing with children and carers.	✓	
Enthusiasm	✓	
A commitment to inclusion.	✓	
Behaviours		
Understanding of and commitment to equality and diversity.		
Empathy with other Trust teams and Schools		
Understanding of and commitment to Trust Values		
Capacity to work as part of a team as well as individually without supervision and under pressure		
Demonstrate a positive and pro-active approach to work and focussed on outcomes		
Demonstrate creativity, flexibility and responsiveness to change		
Commitment to continuous professional development of self and others to maximise skills/experience.		
Other		
Willing and able to work flexibly across the local area as directed by the Line Manager and to meet the needs of the Trust.		



Willing to undergo training and staff development to maximise skills and experience relevant to the post.

Access to a car and ability to undertake travel as required to fulfil the duties of the post.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

