

Brooke Hill Academy Trust



Pre-School Lead Practitioner Application Pack

Thank you for your interest in the role of **Pre-School Lead Practitioner** at **Brooke Hill Academy**, we hope you will feel inspired to apply to be part of our team.

We are looking for an enthusiastic and committed **Pre-School Practitioner** to join our team as a Lead within our provision. This vacancy is a full time post.

We are looking for someone who can:

- Plan and deliver an exciting environment with an engaging provision to enthuse our early learners.
- Foster a positive and inclusive culture that promotes well-being and strong early foundations to support future academic excellence
- Assess student progress and provide timely feedback to support their learning journey
- Collaborate with colleagues to share best practices and resources
- Build strong relationships with children, parents, and colleagues to support the holistic development of each child

Brooke Hill Academy is a supportive place to work with a committed staff team. Everyone in our team is passionate about our school so we only want the very best people working with our children. We expect everyone to be committed to making our school the best it can be for the children, willing to go the extra mile every day and be actively involved in all aspects of school life.

Contract Type: Permanent

Start Date: September 2025

Hours: 8:30 – 4:00 (33.5 hours per week)

Salary: L8 £25,992 pro rata

Brooke Hill Academy is part of the Brooke Hill Academy Trust comprised of three primary schools in Rutland and Lincolnshire. One of the driving values of our MAT is that our schools are treated as individuals, have their own character and serve their own unique communities. We share a common bond and work closely together to provide many opportunities for the children to work, learn and have fun with other children from across the Trust.

Visits to the school are encouraged and can be arranged by contacting kerry.murray@brookehillacademytrust.education or by telephoning 01572 724214.

For more information about our school, please visit our website www.brookehillacademy.co.uk or visit the Trust website www.brookehillacademytrust.co.uk

Thank you again for considering joining our team at Brooke Hill Academy, we look forward to meeting you soon.



To apply, please complete the application form and return with a supporting statement and this to slt@brookehillacademytrust.education . Please ensure your supporting statement covers the aspects of the person specification below (using the headings):

- Experience, Knowledge and Understanding
- Skills
- Personal Ethos

The application form and supporting statement will be used to shortlist candidates against the person specification.

If you have any questions or require further information, please email:

kerry.murray@brookehillacademytrust.education

Visits to the school will be welcomed and can be arranged via email or contact the school office:
(01572 724214)

The closing date for this post is Friday 13th June 2025

We have scheduled interviews to take place on **19th June 2025**. Should this date not be suitable, please let us know at point of application.

Please be aware that we are committed to safer recruitment and safeguarding, and all offers of employment will be conditional pending positive references, enhanced DBS, qualifications and medical checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Please visit our website to view our safeguarding policies.

Wherever possible, references will be gathered after shortlisting prior to interview.

Pre-School Lead Practitioner Person Specification

Essential	Desirable
Qualifications and Self Development	
Qualifications including GCSE Maths and English - grade C or above. Early Years Level 3	
Experience, Knowledge and Understanding	
An understanding of Safeguarding and the latest Keeping Children Safe in Education (KCSIE) guidance	An understanding of safeguarding expectations in school and experience of working within a safeguarding environment
To desire to support children to achieve the best they can through a high quality planned provision which is engaging and purposeful.	Previous experience working in a school environment
Ability to manage time effectively.	Previous experience working with children
A thorough understanding of the milestones for 3 and 4 year olds	
Demonstrate confidentiality.	
An understanding of and commitment to equality of opportunity.	
Skills	
Ability to prioritise work.	Workplace experience of working professionally, understanding confidentiality
Ability to show flexibility of thought and independence.	
Must be able to meet the physical demands of the role.	
Personal Ethos	
A real passion for making a difference to the lives of children.	Ability to communicate with a wide range of people.
Be flexible to changing demands of the post.	
Initiative and the ability to work without supervision.	
Work as part of a team and leading a team effectively.	Experience working in a team environment, following direction and taking guidance

Pre-School Lead Practitioner Job Description

Main purpose

- To lead our pre-school with an established team to ensure outstanding opportunities to support learning and attainment of all pupils and provide the strongest starts to their educational journey
- To market our pre school to ensure that it is the pre school of choice in the local area.
- Promote pupils' independence, self-esteem and social skills
- Give support to pupils, individually or in groups, so they can take part in learning, and experience a sense of achievement
- To foster and develop strong, positive relations with parents and carers.

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies.
- To lead the provision in our Pre-school which will facilitate and increase achievement of all pupils including disadvantaged pupils and those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Ensure pupils achieve their full potential in all areas of learning through planned and purposeful provision and learning opportunities.
- Use effective behaviour management strategies consistently in line with the trust policy and procedures
- To lead and maintain good behaviour and discipline among pupils, managing behaviour effectively to ensure a safe learning environment
- Organise and lead the pre-school environment and resources to help maintain a stimulating and safe learning environment
- To oversee the observations of pupil performance and liaise with the SENDCO as appropriate
- Use ICT skills to advance pupils' learning

Planning

- To plan an outstanding provision in pre school which is engaging and purposeful to facilitate strong starts ready for reception.
- To lead and oversee effective assessment and planning.
- To lead a team of practitioners to ensure that learning outcomes and assessment opportunities are explicit
- To ensure that pre school is well resourced to support all learning opportunities and outcomes.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members, professionals, parents and carers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Lead meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning
- To act upon concerns relating to children within the provision.
- To work collaboratively with colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Safeguarding and Health and safety

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- To ensure opportunities are taken to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

All staff are required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the role will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.