

February 2025

Dear Applicant,

Thank you for your interest in a Preschool Practitioner post at The Beehive @ Barton Farm Primary.

This is an exciting and unique opportunity to join our new Preschool team. The successful candidates will play an important role in realising the vision for our lovely new preschool based at our outstanding school in Winchester. Having opened a year ago, we are looking to expand our staff team due to our popularity.

We are looking for team players who are passionate about supporting young children to reach his or her true potential. You may already have an Early Years qualification or you might be looking to undertake a level 2 or level 3 course or an apprenticeship, either way, we want to hear from you!

In return for this dedication and commitment, we offer a strong and supportive working environment – we love to have fun! We are looking for candidates who are excited by the challenges and rewards of working with children aged 2-4 years old, and who want to be part of the future shape of our growing provision. We offer excellent professional development opportunities and have exciting plans to develop the pre-school as an outdoor setting.

I am really proud to be part of the University of Winchester Academy Trust which is currently a family of 5 schools. Our sponsor, the University of Winchester, is recognised for its outstanding practice in education and our partnership work with the other schools and nurseries in our Trust offers support and further career opportunities for our entire staff team.

To enable you to fully understand what Barton Farm has to offer you, I would encourage you to come and meet me. I would be delighted to welcome you to the school to answer any questions you may have. Please contact Catherine Gardiner at [thebeehive@bartonfarm.uwinat.co.uk](mailto:thebeehive@bartonfarm.uwinat.co.uk) to arrange an appointment.

**Please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date. Please indicate clearly on your application which post you are applying for.**

I look forward to hearing from you,

Terri Egan

Headteacher



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## Preschool Practitioner Roles

**Closing date:** 31 March 2025

**Job Start Date:** As soon as possible

**Contract/Hours:** Permanent – 21 hours

Extra hours may be available during term time and during school holidays.

**Salary Details:** Support staff pay scale B (£22,737 - £23,058) or C (£23,115-£24,140) FTE  
FTE depending on experience (pro rata).

**Hours of Work:** Permanent: 21 hours per week – current shifts: Tuesday 8-6, Thursday 11-6 and Friday 1-6

Extra hours may be available during term time and during school holidays (minimum 40 weeks per year).

**Location of Role:** The Beehive @ Barton Farm Primary, Winchester

**Contact e-mail address:** [thebeehive@bartonfarm.uwinat.co.uk](mailto:thebeehive@bartonfarm.uwinat.co.uk)

## Job/Person Summary

We have an exciting opportunity for budding Preschool Practitioners to join our team in our newly opened Preschool 'The Beehive' at Barton Farm. This is a unique opportunity to be a key part of our exciting new venture. As a newly opened setting within an outstanding school there is a wealth of opportunity for training, development & support.

The successful candidates will play an important role in realising the vision for our lovely new preschool based at our outstanding school in Winchester. Having opened a year ago, we are looking to expand our staff team due to our popularity.

We are looking for team players who are passionate about supporting young children to reach his or her true potential. You may already have an Early Years qualification or you might be looking to undertake a level 2 or level 3 course or an apprenticeship, either way, want to hear from you!

In return for this dedication and commitment, we offer a strong and supportive working environment – we love to have fun! We are looking for candidates who are excited by the challenges and rewards of working with children aged 2-4 years old, and who want to be part of the future shape of our growing provision. We offer excellent professional development opportunities and have exciting plans to develop the pre-school as an outdoor setting.

Staff discount available for dependents & preferential admission to Barton Farm Primary.

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**The successful candidates will:**

- have a child-centered approach
- be able to build relationships with all children and in particular children with SEND needs
- have the ability and desire to work in an Early Years environment
- have the ability to keep children motivated and engaged
- have a calm but firm approach
- be able to adapt and think on your feet
- be flexible and willing to learn
- be able to attune to a child's emotional needs
- be able to work as part of a team, learning with and from other colleagues
- be able to work independently and on your own initiative
- have excellent communication skills, both oral and written
- demonstrate excellent behaviour management skills
- understand confidentiality and safeguarding procedures

**We would welcome applications from candidates who are interested in pursuing a career in childcare and or teaching. You may not be the finished article yet, but if you are excited to learn and want to create a safe & welcoming environment get in touch!**

We can offer the successful candidates an opportunity to work for a dynamic multi-academy trust in an attractive, welcoming and friendly working environment. Based at Barton Farm, you will be part of a much bigger family, with colleagues keen to support you in your new role. We will also provide training where appropriate for the candidates.

**Application Procedure**

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted.** If you currently work in a school or nursery, please ensure one of your references is from your current employer. Application forms and further information about the school can be found on the Barton Farm Primary School website: <https://bartonfarmacademy.co.uk/News/Vacancies/>

**Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Please indicate clearly on your application which post you are applying for.**

For an informal conversation about the post or to arrange to meet our Headteacher, Nicola Wells, please contact Catherine Gardiner by email at [thebeehive@bartonfarm.uwinat.co.uk](mailto:thebeehive@bartonfarm.uwinat.co.uk)

Completed application forms should be returned by the closing date to Nicola Wells, Headteacher via email at the above address. Alternatively, a paper copy sent to Barton Farm primary Academy Glazier Road, Kings Barton, Winchester, SO22 6HS.

**Disclaimer: We reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**

**Safer Recruitment**



The University of Winchester Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List.

### **Online Search**

Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.

## **Job Description**

**Responsible to:** The Headteacher

**Function:** Preschool Practitioner

**Salary:** Support staff pay scale B (£22,737 - £23,058) or C (£23,115-£24,140) FTE  
FTE depending on experience (pro rata).

### **JOB PURPOSE:**

- To work with other staff to raise the learning and attainment of children while also promoting their independence, self-esteem and social inclusion.
- To provide assistance to children so that they can access the Early Years curriculum, participate in learning and experience a sense of achievement.

### **KEY TASKS:**

#### **Support for Children**

- Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations.
- Supervise and provide support for children: individually, in small groups and with the whole setting, including those with special needs, ensuring their access to learning resources.
- Supervise children at lunchtimes or sleep times
- Ensure children's safety, welfare, and personal hygiene. (Paediatric First Aid to be included where appropriate).
- Promote inclusion and acceptance of all children in the setting by encouraging them to interact with each other and to engage in activities led by the practitioners.
- Support the implementation of IEPs, behaviour plans, curriculum planning and assessment.
- Provide personal care to pupils where necessary
- Promote and develop social skills, self-esteem and independence amongst children.
- Promote strong relationships with parents and carers for the benefit of all children in the setting
- Assist with the maintenance of a purposeful, orderly and supportive environment, in accordance with school policy.
- Assist with the display of children's work within the classroom and around school.
- Assist with the preparation of teaching and learning materials and resources



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### **Support for the School**

- Be aware of and comply with school policies including those relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- Promote the school values.
- Contribute to the overall work, smooth running and ethos of the setting.
- Appreciate and support the role of other people within the team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.
- Accompany children on out-of-school activities as required and take responsibility for a group under the supervision of the leader.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Pre School Practitioner ~ Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Level 2 English and Maths qualifications or equivalent</li> <li>• Willingness to undertake appropriate first aid training or existing paediatrics first aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of professional training within an educational setting.</li> <li>• IT competent.</li> <li>• NVQ Level 2 or 3 Early Years or equivalent</li> <li>• GCSE English and Maths Grade C or equivalent.</li> </ul>
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent communication skills, written and verbal.</li> <li>• Ability to inspire confidence and gain trust of children.</li> <li>• Excellent organisation skills and the ability to work to deadlines.</li> <li>• Ability to reflect, analyse and act both independently and collaboratively.</li> <li>• Ability to work alone and with initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of child development.</li> <li>• Working understanding of Early Years Foundation Stage</li> <li>• Understanding of safeguarding within pre-school/school setting (training to be given)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of an application of range of behaviour management strategies.</li> <li>• Proven ability to motivate and develop children.</li> <li>• Ability to work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment or</li> </ul>



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	<ul style="list-style-type: none"> <li>• Ability to provide detailed and regular feedback to teachers on children's achievements and progress.</li> <li>• Evidence of effective behaviour management</li> <li>• Evidence of an understanding of the Early Years Foundation Stage and putting this into practice.</li> </ul>	<p>working with young children and/or in a nursery provision/holiday club etc</p> <ul style="list-style-type: none"> <li>• Experience of working with children, within small groups or on a one to one basis (this might be volunteering)</li> <li>• An awareness of inclusion, especially within a school setting.</li> <li>• Experience of working with children with SEND</li> </ul>
<p>School Specific Needs/other requirements</p>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding procedures.</li> <li>• A commitment to being professional and respecting confidentiality.</li> <li>• A sense of humour and resilience. Adaptability and initiative.</li> <li>• A commitment to ensuring children become successful learners, who enjoy learning, make progress and achieve; who are confident individuals, able to live safe, healthy and fulfilling lives; and global citizens, who make a positive contribution to society.</li> <li>• A desire to make a difference to the lives of young children.</li> <li>• Able to work effectively and flexibly as part of a small team.</li> <li>• Able to absorb and promote the values and ethos of the school.</li> <li>• Able to foster the positive links with parents and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the opportunities and challenges associated with a new setting.</li> <li>• Interest in outdoor learning</li> </ul>