

Brooke Hill Academy Trust



Pre-School Practitioner Application Pack

Thank you for your interest in the role of **Pre-School 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 to support our nursery and pre-school children with their learning under the direction of Pre-School lead.

We are looking for someone who can:

- Effectively support children's learning and progress and uphold our school values and expectations.
- Work on their own initiative, following the direction and planning of the EYFS lead.
- Act calmly and professionally in all situations.
- Build strong relationships with children, parents and colleagues to support the children.

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: Full Time Permanent

Hours: 28.75 hours

Salary: Scale point 2. £24 413 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 7th November 2025

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 Practitioner Person Specification

Essential	Desirable
Qualifications and Self Development	
Qualifications including GCSE Maths and English - grade C or above.	Nursery (Level 2 or above) / Teaching assistant qualification (level 2 or 3) or other relevant qualifications.
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.	Previous experience working in a school environment
Ability to manage time effectively.	Previous experience working with children
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.	Experience working in a team environment, following direction and taking guidance

Pre-School Practitioner Job Description

Main purpose

- Work with the nursery and pre-school lead to raise the learning and attainment of pupils and provide strong starts to their educational journey
- 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

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the nursery and pre-school lead 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
- Support the pupils in achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the trust policy and procedures
- Support the nursery and pre-school lead with maintaining good behaviour and discipline among pupils, managing behaviour effectively to ensure a safe learning environment
- Support the organisation of teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the nursery and pre-school lead and SENDCO as appropriate
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the nursery and pre-school lead

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons under the guidance of the nursery and pre-school lead

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- 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
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Under the guidance of the Little Ospreys lead, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able 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
- Take opportunities 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 TA 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.

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for job applicants which is displayed on our website.

VACANCY INFORMATION

Application for the post of:

Job ID/reference number:

What date are you available to begin a new post?

Where did you first hear about this job?

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Brooke Hill Academy Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Brooke Hill Academies privacy notice.

Do you have a DBS certificate? ☐ Yes ☐ No Date of check:

If you've lived or worked outside of the UK in the last 5 we may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, we will make any further checks we consider appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

RIGHT TO WORK IN THE UK

Brooke Hill Academy Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

: Find out more about how Brooke Hill Academy Trust recruits' teachers from overseas [here](#).

SIGN AND DATE

Name (please print):

Sign:

Date:

Instructions

Please complete all sections of this form

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

The application form and supporting documents should be sent to SLT@brookehillacademytrust.education

Personal Details

PERSONAL DETAILS

First name	
Surname	

Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance number	

CONTACT DETAILS

Address	
Postcode	
Home phone	
Mobile phone	
Email address	

DISABILITY AND ACCESSIBILITY

Brooke Hill Academy Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

SUPPORT STAFF POSITIONS: RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

☐ Yes

☐ No

If yes, please state on what basis:

☐ UK citizen

☐ EU settled status

☐ Skilled worker visa

☐ Graduate visa

☐ Youth mobility visa

☐ Other – please provide full details in the box below

TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

☐ Yes

☐ No

If yes, please give details, including countries and relevant dates:

RELATIONSHIP TO THE [SCHOOL/TRUST]

Please list any personal relationships that exist between you and any of the following members of the Brooke Hill Academy Trust community:

- Governors/trustees]
- Local governors]
- Staff
- Pupils

If you have a relationship with a governor, trustee, local governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at School

Employment History

CURRENT EMPLOYMENT DETAILS

Job title	Employer details (name, address, email and/or telephone)	Dates employed	Age range taught	No. on roll	Permanent or temporary	Part-time or full-time	Salary (inc. allowances)	Description of responsibilities

PREVIOUS EMPLOYMENT				
Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first.				
Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

EMPLOYMENT GAPS		
Please provide details of any employment gaps since leaving school, and give the reasons for the gap.		
Start date	End date	Reason for employment gap

Education and Training

EDUCATION AND QUALIFICATIONS		
Please provide details of your education from secondary school onwards. You'll be required to produce evidence of qualifications.		
Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including all grades, awarding body and date of award)

--	--	--

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to add additional skills or relevant special interests.

--

DRIVING LICENCE DETAILS

Do you have a valid driving licence?	
---	--

Letter of application

To apply please complete the application form and return with a supporting statement. Please ensure your supporting statement covers all of the essential aspects in the person specification (using the headings):

- **Qualifications and Self-Development**
- **Experience, Knowledge and Understanding**
- **Skills**
- **Personal Ethos**

References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

Brooke Hill Academy Trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you do not wish us to contact your referees prior to the interview (after shortlisting), please provide a reason why:

Equalities monitoring

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION								
What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex?	☐ Male ☐ Female							
What gender are you?	☐ Male ☐ Female ☐ Other ☐ Prefer not to say							
Do you identify as the gender you were assigned at birth?	☐ Yes ☐ No ☐ Prefer not to say							
How would you describe your ethnic origin?								
White ☐ British ☐ Irish ☐ Gypsy or Irish Traveller ☐ Any other White background Asian or British Asian ☐ Bangladeshi	Black or Black British ☐ African ☐ Caribbean ☐ Any other Black background Mixed ☐ White and Asian ☐ White and Black African		Other Ethnic groups ☐ Arab ☐ Any other ethnic group ☐ Prefer not to say					

☐ Indian ☐ Pakistani ☐ Chinese	☐ White and Black Caribbean ☐ Any other mixed background	
Which of the following best describes your sexual orientation?		
☐ Bisexual ☐ Heterosexual/straight ☐ Homosexual	☐ Other ☐ Prefer not to say	
What is your religion or belief?		
☐ Agnostic ☐ Atheist ☐ Buddhist ☐ Christian ☐ Hindu	☐ Jain ☐ Jewish ☐ Muslim ☐ No religion	☐ Other ☐ Pagan ☐ Sikh ☐ Prefer not to say
Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?		
☐ Yes ☐ No ☐ Prefer not to say		
If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.		
☐ Physical impairment ☐ Sensory impairment ☐ Learning disability/difficulty ☐ Long-standing illness ☐ Mental health condition		

☐ Developmental condition

☐ Other