

January 2025

Dear Applicant,

Thank you for your interest in our **Pre-School Lead Practitioner** post at Barton Farm Primary Academy's pre-school – The Beehive @ Barton Farm.

This is an exciting and unique opportunity to be part of the leadership team of our lovely preschool team at Barton Farm Primary in Winchester. The successful candidate will play an important role in realising the vision for our preschool at our outstanding school in Winchester.

We are looking for a passionate and experienced Pre School-Lead Practitioner who will work with our team and our Early Years Leader to deliver the highest standards of childcare and early years education expected by our parents, Ofsted and our Trust. You will have dedicated time to plan learning, coach less experienced members of staff and lead learning on a day-to-day basis,

We are currently based in the main school but our vision is to create a wonderful outdoor pre-school in the coming months that enables our children and staff members to learn through play and exploration both inside and outside. The pre-school will have cosy inside spaces as well as access to some great outdoor learning/forest school areas..

The pre-school is part of The University of Winchester Academy Trust, a family of 5 schools and pre-schools in the Winchester, Eastleigh and Romsey areas. As a Trust we pride ourselves on offering a warm and welcoming place to work and many opportunities for career development and training.

**About the job:**

- Coach and develop other staff members
- Plan exciting learning journeys clearly linked to the EYFS framework
- Encourage a love of learning through high quality teaching under the EYFS framework
- Ensure all children are kept safe and have rich stimulating experiences
- Lead, motivate and inspire the educator team
- Work with the Early Years Leader to ensure consistent high-quality teaching across the pre-school
- Manage staffing ratios effectively managing the weekly staff rota
- Attract, hires and develops skilled educators and promote our school values

**About you:**

- Early Years Education qualification to at least Level 3 or equivalent
- Experience in a managerial role including nursery administration desirable but not essential
- Understanding of EYFS framework
- Loves to be outdoors, is patient and creative
- Works well within a team and is fun.



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**What we can offer you:**

**Salary:** From £25,628 up to £28,326 per annum (pro rata) based on experience and qualifications

- Generous pension scheme
- Term time only position (with an option to increase working weeks via holiday club hours)
- Preferential admission to Barton Farm Primary for staff children (terms & conditions apply)
- Sick pay
- Reduced costs for childcare within the pre-school
- Free flu jabs
- Eye care vouchers
- Teacher led professional development
- Access to one-to-one confidential counselling sessions through our Employee Assistance Programme
- Free onsite parking
- A supportive and fun working environment

To enable you to fully understand what the Beehive@Barton Farm has to offer you, I would encourage you to come and meet us. We would be delighted to welcome you to the pre-school to answer any questions you may have. Please contact the school office 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.**

We look forward to hearing from you,

Terri Egan  
Head of School



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## Preschool/Nursery Lead Practitioner Role

**Closing date:** 31<sup>st</sup> March 2025

**Job Start Date:** ASAP

**Contract/Hours:** Permanent, max 40 hours a week, term time only (option to extend hours)

**Salary Type:** Support Staff

**Salary Details:** Support staff pay scale D £26,918 up to £29,616 FTE

**Hours of Work:** 37 hours a week

(40 weeks, term time plus 1 week additionally – holiday hours may be available)

**Location of Role:** Barton Farm Primary, Winchester

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

## Job/Person Summary

As a growing school we have an exciting opportunity for a Nursery/Pre-School Lead Practitioner to join our team in our Preschool 'The Beehive'.

This is an exciting and unique opportunity to be part of the leadership team of our lovely preschool team at Barton Farm Primary in Winchester. The successful candidate will play an important role in realising the vision for our preschool at our outstanding school in Winchester.

We are looking for a passionate and experienced Pre School-Lead Practitioner who will work with our team and our Early Years Leader to deliver the highest standards of childcare and early years education expected by our parents, Ofsted and our Trust. You will have dedicated time to plan learning, coach less experienced members of staff and lead learning on a day-to-day basis,

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**Please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date.**

Grade D – £26,918 up to £29,616

Full time equivalent salary range based on term time only, 40 hours a week £26,918 up to £29,616

**The successful candidates will:**

- have a child-centred approach
- be able to build relationships with all children and in particular children with SEND needs
- have the ability and experience to work in an Early Years environment
- have experience of working with children with social/communication difficulties in a small group setting.
- have the ability to keep pupils 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 can offer the successful candidate 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 candidate if the job requires it.

**Application Procedure**

Applications should be on University of Winchester Academy Trust application form - **individual CV's will not be accepted**. If you currently work in a setting or school, please ensure one of your references is from your current headteacher/setting manager. 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. Closing Date: Midday 30<sup>th</sup> March 2025. 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 Head of School, Terri Egan please contact the school office by email at [admin@bartonfarm.uwinat.co.uk](mailto:admin@bartonfarm.uwinat.co.uk)

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



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## Safer Recruitment

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

**Disclaimer:** due to the high volume of applications we receive, 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.

### **Equal Opportunities:**

In order to combat discrimination, no unnecessary conditions or requirements will be applied which could have a disproportionately adverse effect on any one group. All sections of the population will have equal access to jobs. No applicant or employee will receive less favourable treatment because of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity, unless a Genuine Occupational Requirement (GOR) applies.

## Job Description

- Responsible to:** The Head of School
- Function:** Nursery /Preschool Lead Practitioner
- Salary:** Support staff pay scale D, FTE £26,918 up to £29,616  
FTE depending on experience (pro rata).

### JOB PURPOSE:

- In conjunction with the Early Years Leader, to lead best practice in the nursery/preschool to provide a high-quality Early Years provision within a stimulating, caring environment that is physically and emotionally secure, in accordance with the Children Act 2004 and all relevant legislation.

### KEY TASKS:

#### Children:

To ensure safety, security and well-being of all children registered with the nursery, adhering to legislation in 'Keeping Children Safe' and other relevant standards

- To ensure the effective daily management of the nursery in accordance with current legislation, including the adherence to policy and procedures that are regularly reviewed (e.g. Ofsted and EYFS)
- To ensure high standards, ratios and conditions of registration are maintained at all times
- To maintain and develop the ethos of the nursery by ensuring the provision for Early Education and Childcare is central to the centre's aims
- Formulate, operate and evaluate the provision through a rigorous system of self-evaluation and reflection
- Create and sustain an environment which ensures all children receive a high standard of care and stimulation enabling them to achieve their full potential
- To work as part of a multi-agency team and establish, develop and maintain professional working relationships with families and all external agencies
- To represent the nursery at internal and external meetings when required
- To maintain an active role in the delivery of the care and education of all children in their setting
- Monitor and ensure high quality health, safety and security standards are always maintained in the nursery
- To act as a primary key holder where necessary

- To work closely with the School Leadership Team regarding the day-to-day operational effectiveness of the nursery as part of the school
- To ensure effective communication systems are in place for colleagues, parents and other agencies
- To keep up to date with current thinking and legislation related to working with children and families.
- To develop, in conjunction with the School Leadership Team, effective childcare arrangements across the pre-school.
- Ensure compliance with the GDPR policy

### **Partnership with parents**

- To establish effective partnerships with parents and to develop an understanding of the diverse needs of families and communities.
- To carry out home visits, as appropriate, as part of a multi-agency team in line with the outreach programme as required
- To develop and maintain relationships with parents as partners in their child's care, development and learning.
- To provide a range of relevant opportunities for parental support and involvement.

### **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 teaching staff and children on out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- Attend wider school events when required.

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.



## Lead Nursery/Pre-School Practitioner ~ Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths Grade C or equivalent.</li> <li>IT competent.</li> <li>Willingness to undertake appropriate first aid training or existing paediatrics first aid qualification</li> <li>Experience working with young children and/or in a nursery provision</li> <li>NVQ Level 3 Early Years or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of professional training within an educational setting.</li> </ul>
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> <li>Excellent communication skills, written and verbal.</li> <li>Thorough knowledge of the EYFS framework</li> <li>Ability to inspire confidence in colleagues 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> <li>Ability to lead practice improvements</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 school (training to be given)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with children, within small groups or on</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school environment.</li> </ul>





	<p>a one to one basis (this might be volunteering)</p> <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 and adults</li> <li>• Ability to work as part of a team and lead a team</li> <li>• Ability to provide detailed and regular feedback to parents on children's achievements and progress.</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of inclusion, especially within a school setting.</li> <li>• Experience of working with children with SEND</li> <li>• Experience and ability to teach the whole class on occasions.</li> <li>• Experience of being a room leader or similar role.</li> </ul>
School Specific Needs/other requirements	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>• Understanding of the opportunities and challenges associated with growing schools.</li> <li>• Interest in outdoor learning</li> </ul>
	<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 lead 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>• Interest in running extra-curricular clubs</li> </ul>