



Application Pack and Job Description
Preschool staff member
Starcross Primary School



Starcross Primary School

Preschool staff member

Fixed Term until 31st July 2025

Ivy Education Trust is looking for someone to complement the schools dedicated and passionate team. The post has come about due to an increase in pupil numbers, and we are looking for someone to work 6.5 hours a week, Mondays 12:00 – 15:15 & Fridays 08:45 – 12:00 until 31st July 2025.

Are you:

- an inspirational, dedicated and forward-thinking classroom Early Years practitioner
- passionate about Preschool teaching and learning
- able to assess and deliver excellent opportunities that ensure high levels of learning for all
- able to close any prior gaps in learning, whilst helping pupils to make significant progress in new learning
- committed to raising standards
- creative, enthusiastic and committed to active learning

You will:

- demonstrate excellent communication and organisational skills
- have experience working with pupils in the Early Years
- be able to enthuse and motivate all pupils
- have incredibly high expectations
- be an excellent team player
- believe that all pupils are capable of success.

You will have high expectations of pupil achievement and behaviour, good communication skills and a commitment to working as part of a team.

Starcross is a warm and welcoming Primary school in the heart of a thriving coastal village. We have fantastic facilities including a forest school and an on-site swimming pool. Our pre-school takes children from aged 2. The successful applicant will work in pre-school to ensure a well linked curriculum and support for our youngest pupils as they transition into school. Starcross Primary School has a strong team of dedicated staff who want to our very best for all pupils.

Starcross Primary School is part of Ivy Education Trust. The Trust works closely with all schools within the Trust and beyond. Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership

in all schools, through school-to-school improvement and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. Ivy Education Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

Visits are welcomed. Please call the school on 01626 890454 to book a tour or to have a discussion with the Head Teacher, Mrs Tara Trail or via email ttrail@starcross-primary.devon.sch.uk.

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be submitted to recruitment@ivyeducationtrust.co.uk before the closing date stated below

**Closing date for applications is Wednesday 29th January at 9am.
Interviews Tuesday 4th February pm.**

Job Description

Post Title:	Preschool staff member
School:	Starcross Primary School
Working Hours:	6 hours, 30 minutes per week. Mondays 12:00 – 15:15 & Fridays 08:45 – 12:00
Salary Grade:	Scale 3 Point 5-7 (Full time equivalent £24,790 - £25,584 p.a. pro rata)
Contract Type:	Fixed Term until 31 st July 2025
Responsible to:	Headteacher and the Governing Body

Context

To work under the guidance of the class teacher in the planning and implementation of the early years foundation stage (EYFS) and other national programmes/strategies with individuals or groups of pupils or the whole class to promote effective teaching and learning.

- To provide general support in the management and organisation of the preschool pupils and the setting.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Support for pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way.
- To meet the personal care needs of pupils whilst encouraging their independence (including toileting and feeding).
- To support pupils with special educational needs through the delivery of specific learning programmes
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the EYFS curriculum.

Support for the teacher

- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate. To work on classroom displays following consultation with the teacher.
- To observe, monitor, evaluate and moderate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
- To provide objective and accurate feedback and reports on pupil achievement and progress.

Support for the school

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

Support for the curriculum

- To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the class teacher.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Role Requirements:	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE grade C level (or equivalent) in both Maths and English.	√		Application Form
Educated to A Level or above.		√	Application Form
NVQ Level 3 Qualification in Childcare		√	Application Form
Recent qualifications in supporting children's education.		√	Application Form
Experience:			
Experience in Early Years.	√		Application Form; Interview
Has experience of communicating to others in a professional capacity.	√		Application Form; Interview
A good understanding of what quality support means.	√		Application Form; Interview
An understanding of positive behaviour management and modern methods of managing behaviour.	√		Application Form; Interview
An understanding of how to build positive relationships with children to assist in supporting their needs.	√		Application Form; Interview
Knowledge of the importance of assessment and their part in assessing progress.	√		Application Form; Interview
Previous experience of working with children.		√	Application Form; Interview
Previous experience of working in a primary school.		√	Application Form; Interview
Personal and Professional Skills and Attributes:			
Ability to work closely with other adults.	√		Application Form; Interview;
To demonstrate knowledge and understanding of supporting children in all areas of curriculum.		√	Application Form; Interview;
Ability to listen to and interact with children.	√		Application Form; Interview
Ability to work under pressure.	√		Application Form; Interview
To demonstrate professionalism in approach to children and tasks set.	√		Application Form; Interview
Ability to maintain discipline in line with school policy.	√		Application Form; Interview; References
Has good ICT skills.	√		Application Form; Interview
To be flexible in approach and adapt quickly to changes in routine.	√		Application Form; Interview

To learn new systems quickly and effectively.	√		Application Form; Interview
Evidence of personal qualities to set a positive example to others in appearance, work and attitude.	√		Application Form; Interview
Commitment to personal development.	√		Application Form; Interview;
Understanding of equal opportunities approach.	√		Application Form; Interview
A willingness to undergo enhanced Disclosure and Barring Service and other employment checks.	√		Interview
Willing to adhere to Trust policies and procedures.	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.