**Logo

Description automatically generated**

**Two children playing in the mud

AI-generated content may be incorrect.**

**Unqualified Nursery Teacher**

**Childhaven Community Nursery School**

**Recruitment Information Pack**

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**Childhaven Community Nursery School**

*Discover, Play, Learn – Providing Outstanding Early Education*

 An OUTSTANDING school in the heart of Scarborough, at Childhaven, we are committed to supporting our children develop into resilient, independent life-long learners. We were judged to be OUTSTANDING by Ofsted in 2012,2015, 2019, and then again in 2024!

We provide a vibrant, welcoming and inspirational setting and serve the communities around the Scarborough Town. We are one of only 3 maintained nursery schools in North Yorkshire and we offer children a unique start to their education. Children aged between 2 and 4 play and learn together in our wonderful Victorian building and garden.

As a lead school within the Scarborough Teaching Alliance we share best practice and are committed to training the next generation of teachers and support staff.

Thank you for your interest in joining our team. This is an exciting time for us as we strengthen and develop our nurturing provision for our children, as we support children with a wide range of additional needs.

We look forward to receiving your application.

## Application Process

**Please apply via NYC Jobs**

The closing date for all applications is 9am Friday 25th April 2025

**Interviews will be held** **shortly after the closing date.**

An email will be sent to candidates with details of the shortlisting process.

We do not accept CV’s.

Please get in touch if you require the form to be sent in a different format.

**Queries**

Please contact Chloe Bullen on 01609 536 964 or via [chloe.bullen@northyorks.gov.uk](mailto:chloe.bullen@northyorks.gov.uk)

Chloe has been engaged to support us with recruiting to this exciting opportunity.

A child painting on a wall

AI-generated content may be incorrect.

**Job Description**

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| --- |
| **Unqualified Nursery Teacher Phase lead 0 - 2** |
| **Grade:** Unqualified teachers pay scale.  **Hours:** Full time (to include min 10% PPA)  **Line Manager:** Head Teacher  The roles and responsibilities outlined in this post are covered by the latest School Teachers’ Pay and Conditions Document. |
| **Main Purpose of the Role**   * Be responsible for the welfare, development and education of 0 to 4 year-old children with a focus on the 0-2 age phase * Contribute to the development of our caring inclusive school and community, where there is equality of opportunity regardless of race, culture, gender or disability * Build partnerships with our families to support the development, progress and attainment of their children * Work effectively alongside other professionals in an open and caring manner * Maintain the positive ethos and core values of our school, both inside and outside the classroom * Develop own professionalism to ensure all Teacher Standards are met to a high standard * Lead high quality learning in the school as part of a wider staff team, working independently when the Headteacher is off site |
| **Duties**   * Ensure that planning, preparation, observation, assessment and reporting systems meet the requirements of the EYFS, and record children’s learning needs and achievements * Have high expectations of all children and work to make sure no child is left behind due to disadvantage * Make appropriate educational provision for all children with support from the SEND Co-ordinator and other specialist advisors * Maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school * Support children in becoming sociable, well-behaved members of our school community, in accordance with the school’s behaviour policy * Develop a Key person role which fosters each child’s attachment and self-esteem and establishes relationships with their families which are based on warmth and mutual respect * Create an enticing, stimulating and exciting learning environment inside and outside, responsive to children’s learning needs, by arranging for resources, equipment and materials to be available in such a way that they are easily accessible and will encourage the children to become independent learners and creative thinkers * Work proactively to engage families in their child’s learning, establishing excellent relationships between school and home, to promote the best possible progress and outcomes for each child * Communicate and liaise with staff at all levels as required and manage other adults or volunteers both in liaison with, and independently of the Headteacher. * Work with all staff to ensure all aspects of the EYFS Statutory Welfare requirements are fully met * Attend and participate in meetings which relate to the school’s management, curriculum, administration or organisation * Alongside the other teachers and Head Teacher be responsible for developing and refining the Early Years curriculum, with a focus on the Ofsted Framework for Inspection of the 0-2 provision. * Ensure that the school’s policies and procedures are promoted in everyday practice * Join in with appraisal procedures and use this to develop personal and professional effectiveness * Contribute and engage positively with continuous professional development |

**Person Specification**

|  |  |
| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * Good understanding of child/young person’s development and learning processes. * Understanding of individual children and young peoples’ needs. * An understanding that children/Young people have differing needs and knowledge of inclusive practice. * Extensive knowledge of the specialist subject area. | * Knowledge of Behaviour Management techniques. * Knowledge of Child Protection and Health & Safety legislations and procedures. * Knowledge of mentoring approaches. |
| **Experience**   * Experience of working in a classroom environment. * Experience of developing skills in others. * Experience of working with young people or adults with challenging behaviour | * Experience in instructing children in the specialist area |
| **Occupational Skills**   * Excellent written and verbal communication skills: able to communicate effectively with all children, young people, families and carers. * Excellent interpersonal communication skills, including good listening skills. * Good reading, writing and numeracy skills. * Ability to work successfully in a team. * Able to exercise discretion and judgement. * Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe. * Skills to manage pupils’ behaviour appropriately. * Confidentiality skills. * Flexibility. * Excellent behaviour management skills. | * Creativity |
| **Qualifications**   * Enhanced Early Years Qualification. | * Appropriate first aid training. * Degree level or level 5 qualification or equivalent in the specialist subject area. |
| **Other Requirements**   * Enhanced DBS clearance. * To be committed to the school’s policies and ethos. * To be committed to Continuing Professional Development. * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. * Ability to work outside of normal school hours to attend meetings e.g. termly meeting with parents. * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. |  |

**APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

**Rehabilitation of Offenders**

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

**Canvassing**

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

**Policy Statement on the Recruitment of Ex-offenders (Source** [**www.gov.uk**](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders)**)**

1. As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.