

# Burlish Park Primary School



Application Pack

Nursery Practitioner

Grade 1

30-37 Hours Per Week

To include 3 afternoons per week covering in Nursery Wraparound until 6pm





# Burlish Park Primary School

*Proud of Achievement  
Focused on Improvement*

*Mrs Heather Lindley BA (Hons) NPQH  
Headteacher*



Dear Applicant,

Burlish Park Primary School is offering a vacancy in our growing Nursery, which offers places to children in the term of their third birthday. This post is for an enthusiastic and committed Teaching Assistant to join our team. This post is salaried at Grade 1 and will be on a permanent basis.

Grade 1 – 30-37 hours per week, across 5 days, term time only.

This will also include 3 afternoons per week covering our wraparound until 6pm.

Burlish Park Primary School has been part of the Rivers CofE Academy Trust since 2018. We are a dynamic trust of 16 primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 800+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management. We are open to flexible working.

Our vision is to teach children to love, learn, live as a global citizen in an ever-changing world, encapsulated in our vision: 'love, learn, live'.

The closing date for applications is Friday 30<sup>th</sup> August. We are happy to receive applications by email to [office-bp@riverscofe.co.uk](mailto:office-bp@riverscofe.co.uk). Applications should be made on a Rivers Trust application form, which is available on our website. Interviews are expected to be held week commencing 2<sup>nd</sup> September 2024.

We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, school and Trust. If you have further queries, or would like to visit our school, please call out school office on 01299 823771.

I look forward to hearing from you.

Yours sincerely,

Mrs Heather Lindley  
Headteacher

The Rivers  
CofE Academy Trust



# Burlish Park Primary School

## Job Description



### Early Years Practitioner – Job Description

**Salary Range:** Grade 1 (Scale 1-4)

**Contract:** Term time only – 195 days

**Line of Responsibility:** Responsible to the Headteacher/Nursery Manager

**Direct staff reports:** N/A

**Our People Values:**

- **Love, Learn, Live** – Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** – Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety

#### Key Purpose

To support the Nursery with their responsibility for the development and education process by providing care and direct supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

#### Accountabilities:

The appointee will work under the direction of the Nursery Manager.

The Headteacher and Nursery Manager will hold the post holder to account.

#### Main Activities:

- Delivering challenging, engaging, and enjoyable activities.
- Forming relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore.
- Working as part of a team to deliver a high standards of care and education.
- To ensure that pre-school is a safe environment for children, staff and others.
- Good understanding of safeguarding issues.
- Developing partnerships with parents/ carers to increase involvement in their child's development.
- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the nursery meets Ofsted requirements at all times.
- To undertake designated officer roles as directed.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person
- To provide intimate care.
- To provide first aid if trained.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.

## **Generic Responsibilities**

### **Additional Responsibilities**

- To undertake and further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
  - Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
  - To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all.
  - It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.
  - To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
  - To report to line manager, or other appropriate person, in the event of awareness of bad practice.
  - Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### **Principal Contacts**

Pupils, parents, visitors, teachers, other school support staff.

Burlish Park Primary School is committed to the promotion of equal opportunities and diversity. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The completion of an Enhanced DBS and will be required for anyone working with children in our school.

## Burlish Park Primary School Person Specification



Criteria	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in other development and training opportunities.</li> <li>• Must hold a relevant Level 2 qualification in childcare.</li> <li>• Currently working towards a relevant Level 3 qualification in childcare or a willingness to undertake.</li> </ul>	<ul style="list-style-type: none"> <li>• Training in the relevant strategies e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, etc.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Understanding of principles of child development and learning processes and in particular, barriers to learning</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work independently using own initiative.</li> <li>• Ability to relate well to children and adults including other professionals/carers/parents.</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school, both indoors and outdoors.</li> <li>• Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</li> <li>• Fluent English speaker.</li> <li>• Effectively communicate with adults and children.</li> <li>• Good written, verbal and non-verbal communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> <li>• Experience of working with other agencies and professionals</li> <li>• Knowledge and understanding of the type of external support that is available to support children's development and how to access these services</li> <li>• Consistent approach with children and parents.</li> <li>• Experience of having kept written records of children's achievements including observations</li> <li>• Experience of working in Early Years in a school environment.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Clearly spoken English</li> <li>• Willingness to deal with intimate care</li> <li>• Proactive and positive team player, able to work constructively as part of a team to understand pre-school roles and responsibilities and own position within there.</li> <li>• Enthusiasm for learning and working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Reflective approach and commitment to personal development</li> <li>• Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments</li> </ul>

	<ul style="list-style-type: none"><li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable</li><li>• Able to maintain confidentiality at all times.</li><li>• Able to be professional at all times.</li><li>• Able to be punctual and reliable at all times.</li></ul>	
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## About Our School



Here at Burlish Park Primary we pride ourselves in our warm, caring and safe environment. As a school community we are passionate about meeting the needs of all children, making the most of their individual talents and nurturing a love of lifelong learning. Our vision is encapsulated in the words Love Learn Live.

We challenge everyone to be the best that they can be – Pupils, Staff, Parents and School Improvement Board. High self-esteem is encouraged, high expectations, standards and values are promoted.

We want all of our children to achieve the highest possible standards and make maximum progress in relation to their prior learning.

We want our children to be equipped for the future with skills such as; independence, resilience, motivation and respect.

### **The Rivers Multi Academy Trust**

When you join Burlish Park Primary School you become part of The Rivers CofE Academy Trust family, a group of 16 schools and over 800 staff working in partnership to provide the best learning experience for over 5200 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working

## Burlish Park Primary School

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