



BAILDON CHURCH OF ENGLAND PRIMARY SCHOOL

Early Years Practitioner

1 X Fixed Term Position to cover Maternity Leave

1st January 2020

Candidate Pack



INVESTORS IN PUPILS



Healthy School



THE CHURCH OF ENGLAND
Diocese of Leeds



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Email: office@baildonce.co.uk

Website: www.baildonce.co.uk

Headteacher: Mrs Mary Connor

Chair of Governors : Mr Graham Kinsley

Status: Church of England Voluntary Aided School



About Our School

Vision

In our school, we celebrate being part of God's family where all respect themselves, others and the world around them. Our vision is to develop a safe, caring community of inspired, resilient lifelong learners with a spirit of curiosity, enabling them to flourish in an ever changing world.

Jeremiah: The Lord says for I know the plans I have for you...plans to give you hope and a future.

School Information

Baildon Church of England Primary School and Nursery is situated in Baildon very close to the moors. The school is set in stunning grounds which provide many opportunities for environmental work. The village and its environment, the local churches and surrounding countryside also provide a wealth of learning opportunities.

At present the school has a twenty six place nursery and fourteen classes with up to thirty children in each class. As of November 2019, 454 children attend the school. The classes are mixed ability groups with two classes to each year. The school takes children between the ages of three and eleven.

The building is on two levels with the classrooms on the second level. There are four classrooms to each corner and each corner also has a shared area. There is also a computing room, a library, a music room and a gymnasium. Nursery have a separate classroom but both Reception classes share the same room with two separate bases for the two classes. Reception classes have access to an outdoor area in front of the school as well as sharing a common area with Nursery children.

The work of the school has been carefully planned by subject leaders and follows the New National Curriculum guidelines as laid down by the government. Most subjects are taught separately in mixed ability groups. Cross-curricular work is undertaken in the 'Creative Curriculum' and during thematic weeks e.g. Enterprise week, Healthy School's week.

A friendly, family atmosphere is encouraged at the school and all children and staff are valued and co-operate together to this end.

Baildon Church of England School is the lead school in the Eden Teaching School Alliance which was designated in June 2017. We work very closely with schools within the Diocese of Leeds and are well regarded by both the Diocese and Bradford Authority for our partnership work as well as our standards and commitment to the wider curriculum.

RE and Collective Worship

Baildon Church of England School is the parish school for the Parish of Baildon and has many links with the Church. Canon Sandra is a regular visitor to school and the choir regularly sing at services in Church. Further, our younger children visit St John's as part of their religious studies of places of worship and the school hold their Easter and Christmas services at St John's Church. As a Church School, Collective Worship is at the heart of our work. Worship is organised in whole school, key stage and classes with teachers following different themes chosen usually to reflect the Christian Value which is being studied. The school has devised an RE scheme of work which is subdivided into six different topics per year and which follows the objectives as laid out in the Diocesan Syllabus.

Curriculum Aims

The school has drawn-up a structure of curriculum aims to enable the National Curriculum to be delivered effectively and to set out our commitment to the development of each pupil. We aim:

- To provide a structured programme based on National Curriculum guidelines for the acquisition of language skills including the ability to speak clearly and confidently, to read fluently and accurately, to listen carefully and with understanding and to write legibly, accurately and purposefully.

- To lead the child towards the understanding of basic concepts in the practical application of mathematics, leading to accurate computation, estimation and reasoning. To supply a range of tasks to suit various levels of mathematical ability, while ensuring that children are systematically taught mathematical terms and conventions according to National Curriculum guidelines. These will include the understanding of notation and the ability to perform basic operations with numbers, money and measurement, including length, weight, time, area, volume and capacity. To teach skills related to the effective use of calculators and computers.
- To foster the development of scientific skills through the study of living things, simple experiments and investigations using physical and chemical substances laid down by National Curriculum guidelines.
- To develop the ability to discover and analyse information from a variety of sources and then record this in a suitable and meaningful way.
- To increase the child's awareness of areas of historical, geographical and social interest and how these subjects inter-relate, through the study of a variety of topics.
- To promote the development of agility, co-ordination and confidence through physical education, games and movement.
- To enable the child to participate confidently and expressively in activities related to art and craft, music and drama both as a performer and observer.
- To foster the development of meaningful relationships at all levels in both the school and the multi-cultural community as a whole.

External Judgements

The school has been subject to three external inspections in recent years. In May 2013, Ofsted judged the school to be Outstanding in all areas.

In October 2019, SIAMS (Statutory Inspection of Anglican and Methodist Schools) judged the school to be Excellent in all areas.

Copies of both Ofsted and SIAMS can be found on our website www.baildonce.co.uk

Enrichment and Current Initiatives

There is a wide range of activities for children to participate in both as part of the curriculum through the number of visits and visitors which are organised as well as the opportunities which are organised to enrich and enhance outside of the classroom. Music and Sport are key strengths of our curriculum and the school has a wide range of both musical and sporting extra-curricular activities on offer. Following successive Gold Sports Marks in recent years, we are delighted that we became the first school in Bradford to be awarded the Platinum Sports Mark in July 2018 in recognition of the emphasis which we place on Sport and PE. We have also had our achievements in Music recognised and are member of the Music Hub and have a Gold Artsmark.

Positions Available

We are currently recruiting an Early Years Practitioner to cover a maternity leave in Reception.

If you are interested

- Please contact the school if you wish to organise a visit.
- Visit our school website www.baildonce.co.uk to find out more about our school.
- Follow us on twitter @baildonce
- Download an application from Bradford or from our school website.
- Closing date for applications is noon on 22nd November 2019.
- Interviews will be held during the week of 2nd December 2019.



Baildon Church of England (Voluntary Aided) Primary School and Nursery

www.baildonce.co.uk

Required from January 1st 2020

Early Years Practitioner (Fixed term, maternity cover)

Scale 4 (Point 7-11)

30.83 hours per week

Number on Roll: 454 including Nursery

We are looking for someone who;

- is an experienced Early Years Practitioner
- is creative and able to motivate and inspire all children
- is passionate about raising achievement and providing the best possible education for our children
- is enthusiastic and flexible
- will contribute effectively to the experienced, hardworking team

We can offer you:

- An attractive, well -resourced and positive learning environment
- Pupils who enjoy school, have outstanding behaviour and are eager to learn
- Hard working, supportive and welcoming colleagues
- A commitment to your continued professional development

'Pupils behave exceptionally well and their positive attitudes to learning are a significant factor in the outstanding progress they make in their lessons.' Ofsted May 2013

'Staff feel part of the highly inclusive school family and are proud of the values and ethos. There is a certainty that their wellbeing and that of pupils is a priority.' SIAMS October 2019

Visits are warmly welcomed by arrangement with the school office on 01274 598540.

Interested candidates are requested to apply online for this post: to download the job details and apply please visit www.prospectsonline.co.uk

Closing date for applications noon on 22nd November

We are committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check.

In our school, we celebrate being part of God's family where all respect themselves, others and the world around them. Our vision is to develop a safe, caring community of inspired, resilient lifelong learners with a spirit of curiosity, enabling them to flourish in an ever changing world.

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Baildon Church of England Primary School

Outline Job Description

POST TITLE:	EARLY YEARS PRACTITIONER LEVEL 3
GRADE:	SCALE 4 (POINT 7- 11)

GENERIC INTRODUCTION:

The following information is furnished to assist staff to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Baildon Church of England School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Baildon Church of England School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

Promoting and working within an Early Years setting, meeting the needs of the children, families and community in which it is based, in accordance with the policies, procedures and working practices of Baildon C of E.

Working as part of a team in assisting and consolidating the provision of a high quality Early Years curriculum.

To assist the EYFS Leader and teachers in the long, medium and short term planning and implementation of the Early Years Foundation Stage.

To support the learning of the children and to prepare resources and equipment for the EYFS classrooms and the outdoor play area.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

The Early Years Practitioner may supervise children in the Foundation Stage up to a maximum of three days per absence of the EYFS Teacher. When covering the absence, the Early Years Practitioner would maintain the planned range of activities in the EYFS classrooms and the outdoor play area in accordance with the short term planning.

To take delegated responsibility in the supervision and guidance of students on work placement, trainees and voluntary helpers.

SUPERVISION AND GUIDANCE:

To work within the School policies, under the direction and guidance of senior staff and within an agreed system of supervision.

To be expected to perform allocated tasks with limited supervision.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

Maintain the confidential nature of information relating to the School, its children and their families.

Be responsible for the equipment and materials within the nursery classrooms and the outdoor play area.

EFFORT DEMANDS:

- Work within the school policies, under the direction and guidance of senior staff and within an agreed system of supervision, making decisions using initiative where appropriate within established working practices.
- Promote positive values attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy.
- Use good common sense and initiative when dealing with the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils; the safety, mobility (if required) and hygiene and well-being of the pupils.
- Work to a Key Worker system to provide care and Education through the provision of stimulating enjoyable and constructive activities appropriate to the Child's age and abilities to ensure physical social emotional and intellectual development, taking into account diversity (e.g. language, culture, ability, race and religion).
- Establish good relationships and high expectations with both the children and their families, through home visits (when possible) and in a pastoral role for a group; taking account of parental concerns and deals with them sensitively under direction of the teacher where necessary.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Assist and support colleagues wherever required in order to ensure the smooth running of the setting, and contribute to relevant meetings.
- Have excellent numeracy and literacy skills as well as excellent oral communication skills and the ability to communicate effectively at all levels.

RESPONSIBILITIES:

- Supervise and support children at all times including school visits, trips and out of school activities. Ensure the physical needs of children are being met and maintain high standards of cleanliness and hygiene (e.g. washing, dressing and toileting).
- Work with other teaching staff to prepare the EYFS classrooms and the outdoor play area in order to establish an appropriate learning environment.
- Work with the EYFS staff in short, medium and long term planning from the Early Years Foundation Stage, evaluating the planning and moderating as appropriate.
- Observe and assess the children's progress for their Learning Journeys, collecting the relevant evidence and provide accurate information through discussion and reports to the relevant members of staff. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.

- Support children in their learning both inside the setting and in outdoor play areas; recognising and responding to their individual needs, ensuring all children are engaged in appropriate activities.
- Determine the need for, prepare and maintain equipment and resources including specialist resources, and help the children in their use (e.g. Outdoor or indoor play equipment; being responsible for the care of all equipment and materials within the setting).
- Be aware of and ensure that as a team member the setting meets required standards as laid down by Ofsted Early Years Schedules.
- Be aware of and comply with the School's policy and procedures relating to safeguarding children, and report any concerns to the Designated Safeguarding Lead.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting any concerns to the appropriate member of staff.
- Act as a key worker for a group of children for part of each day.
- Deal with any immediate problems or emergencies using the schools policies and procedures, liaising with the teacher where required (e.g. an injured or sick child).
- Supervise whole classes and groups in the absence of teaching staff, maintaining the planned range of activities in the classroom and/or outdoor play areas in accordance with the short term planning.
- Monitor and evaluate the children's responses to learning activities as part of the planning cycle.
- Liaise sensitively and effectively with Parents/Carers as agreed with the teacher within your role/responsibility and participate in feedback sessions or meetings (as directed by the teacher) with parents promoting the policy on parental involvement.
- Prepare accurate feedback and detailed records, recording children's physical, care and educational progress and achievements against pre-determined learning objectives, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating systems as agreed with the teacher, contributing to reviews of systems as requested.
- Perform allocated tasks with limited supervision.
- Take delegated responsibility in the supervision and guidance of students on work placement, trainees and voluntary helpers.
- Handle small amounts of cash, or cheques as directed
- Provide general clerical/administration support (e.g. administer resources for agreed activities).

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions/parents evenings/special events etc. outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.

- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of the Early Years Foundation Stage to support children’s learning and development, adjusting activities according to children’s responses and needs; using specialist curricular and learning skills. (E) • Experience of policy implementation in respect of health and hygiene, child protection and special needs requirement. (E)

<p>QUALIFICATIONS/ TRAINING:</p>	<ul style="list-style-type: none"> • Will hold a relevant qualification (NNEB, Level 3 NVQ in Early Years Care and Education, Diploma in Childcare Education, BTEC National Diploma in Early Years, education to graduate level) OR training in the care and education of nursery age children with recent experience in a relevant position. (E) • Minimum of GCSE English and Mathematics at grade C or above (or equivalent). (D)
<p>KNOWLEDGE/SKILLS:</p>	<ul style="list-style-type: none"> • A good knowledge of the Early Years Foundation Stage Curriculum. (E) • Knowledge of current and relevant guidelines and legislation and an understanding of child development. (E) • Ability to work creatively to meet the needs of the families, working with parents to effect change. (E) • Ability to plan activity programme to stimulate learning and development, based on observation. (E) • Ability to work effectively as a member of the school's staff team. • Ability to communicate effectively with children, parents/carers and other professionals. (E) • Commitment to working in an anti-discriminatory way to ensure equality of opportunity. (E) • Excellent written and oral communication skills and the ability to communicate effectively at all levels. (E) • Be a creative thinker with good organisational skills, have a flexible approach to working and the ability to perform under stress. (E) • A sense of humour. (D) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.