



Recruitment Pack

Towngate Primary Academy
Nursery Nurse





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: www.ipmat.co.uk.

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: www.ipmat.co.uk.



Our Trust is made up of nine primary academies, all within the Wakefield District.



At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

Recognition

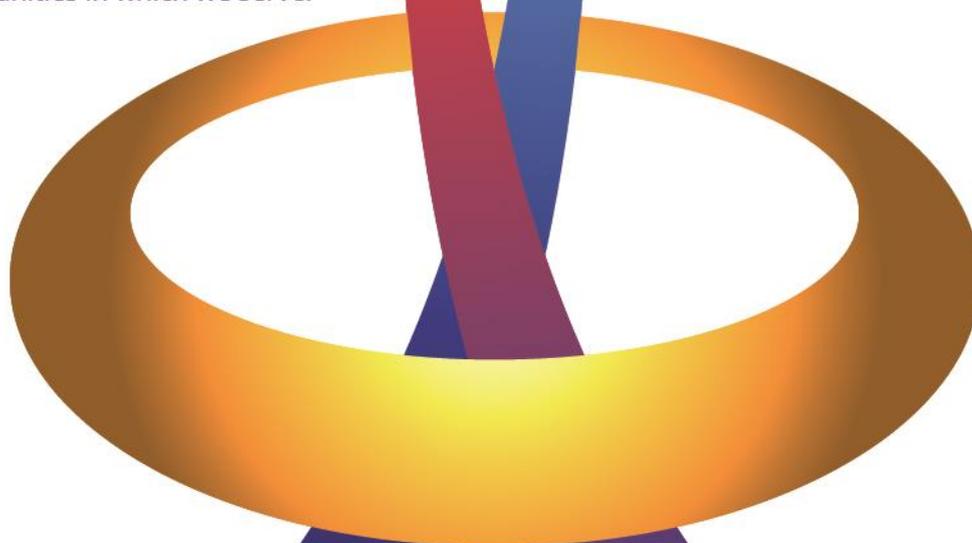
Where all individuals are recognised for their dedication and commitment leading to shared success for all.

Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



Job Description

Post Title:

Nursery Nurse

Grade:

Grade 6/7 – SCP 12 -23

Reporting to:

Headteacher

Purpose of Job:

- To work under the guidance of the Nursery Teacher or Nursery Manager to plan and implement an appropriately balanced early years curriculum whilst providing a caring, safe and welcoming environment for children which will allow each child to develop at their own rate in accordance with the current Curriculum Development Framework Document.
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- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
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- To promote the safety and wellbeing of students

Requirement for the post

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none"> • The Certificate of the Nursery Nurse Examination Board (NNEB) <p>Or</p> <ul style="list-style-type: none"> • NVQ Level 3 in Children’s Care, Learning & Development <p>Or</p> <ul style="list-style-type: none"> • The Council for Awards Children’s Care and Education (CACHE) Diploma <p>Or</p> <ul style="list-style-type: none"> • The Business and Technical Education Council (BTEC) Diploma in Childcare. <p>Or</p> <ul style="list-style-type: none"> • Diploma for the Children and Young People’s Workforce (Level 3) 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of the individual development needs of young children. • Understanding and respect of the central role of parents/carers in the lives of young children. • Understanding of current pre-school education and childcare provision and procedures. • Effective communication skills. • Knowledge of ICT. • Appropriate knowledge in First Aid 	<ul style="list-style-type: none"> • Child Protection issues. • Health, Safety and Security issues. • Data Protection issues.
Experience		<ul style="list-style-type: none"> • Working or caring for children
Physical Skills	<ul style="list-style-type: none"> • Some ICT skills required for accurate record keeping 	
Competencies and other skills required	<ul style="list-style-type: none"> • Effective inter-personal skills • Ability to work independently using own initiative. 	

Responsibilities & Accountabilities

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Key Responsibilities

- Plan and organise children's learning through play and appropriate learning experiences.
- Observe, record and assess through interaction, the needs of individual children.
- Monitor and evaluate children's progress.
- Implement and raise awareness of equalities within the establishment.
- To promote Emotional Personal Social Development (EPSD) through good health, safety and caring practices.
- To provide appropriate learning experiences for children with special educational needs.
- To implement child protection procedures and to support children and families through crisis.
- To participate in school outings, adhering to Health and Safety guidelines.
- To support and develop parental participation and relations with the community.
- To be involved in the purchasing, utilising and maintaining appropriate resources associated with delivering the pre-school curriculum.
- Work co-operatively and effectively within a professional team whilst respecting each person's abilities and aptitudes.
- To work collaboratively with other professionals from a variety of disciplines.
- Contribute to staff meetings relating to all relevant and current topics.
- To be a positive role model.

Accountability

- Accountable for meeting the needs of all children.
- Developing purposeful liaison with parents/carers.
- Liaising and providing information for relevant agencies.
- To adhere to and implement local and national policies.

Demands

- The ability to respond effectively to children in a stimulating learning environment using a variety of strategies and techniques.
- Participation in both formal and informal staff training activities in order to maintain and update knowledge.
- Lifting and manoeuvring of heavy equipment, which should be undertaken within Health and Safety procedures.
- The job may expose staff to various viruses from Chickenpox to HIV/Hepatitis, which will require compliance with Health and Safety procedures.
- The job may expose staff to physical and verbal abuse, which should be reported through agreed procedures.
- The job may demand certain administrative duties, i.e., collecting money, filling in forms, etc.
- Confidentiality to be respected at all times.

Communications

- The postholder will be required to:
- Contribute, as part of a professional team, to reports made available to relevant agencies.
- Participate in case conferences, e.g., Child Hearings, Individual Educational Programmes, Reviews, Transitions and Records of Needs.

Working Environment

- Postholders will normally be located within a nursery setting, working with others to deliver a pre-school curriculum within a caring and stimulating environment under agreed ratios.
- This will include working with small groups of children out with the nursery on outings and within the framework of Health and Safety guidance to staff.
- In some positions, postholders will fulfil their remit in other settings such as primary schools, special schools, child's home and special group settings.

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of learning materials and resources as determined by the Headteacher.

Customers and Clients:

To work with the Nursery Teacher to support in the planning, organising and delivery of high standards of childcare and education activities for children and parents.

Characteristics of the post

- The ability to regularly attend meetings as required by the Headteacher/Line Manager.
- Employees are encouraged to participate in training activities in order to enhance their own personal development.
- All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
 - Evidence of essential qualifications
 - Two satisfactory references
 - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)