

**EYFS Practitioner Application Pack**

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# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**

**Chief Executive, REAch2 Academy Trust**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)



# The role

**Are you a passionate and engaging early years practitioner?**

**If you really want to make a difference, then this opportunity may be for you!**

**The Palmer Academy is part of the REAch2 Academy Trust, we are looking for a qualified early years practitioner to join our collaborative team.**

**April 2022 start**

**NJC RG3 New SCP 5-11 (FTE £19,650 - £22,129) Pro rata**

 **Monday and Tuesday Term time only, plus INSET days**

**We need:**

An NVQ Level 3 (or equivalent) Early Years Practitioner to work with colleagues in the Nursery/Reception classes and create a stimulating, safe and happy teaching and learning environment. We are looking for an individual who has excellent knowledge of the EYFS framework; can work as part of a team in order to provide an enabling environment in which all children can play, develop and learn; and can build and maintain strong partnerships with parents to enable children’s needs to be met. If you are enthusiastic, innovative and passionate about working with children, where they are at the forefront of all you do, then we would like to hear from you.

**So, if you have:**

· The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence.

· Excellent inter-personal experience as an effective good and outstanding Early Years Practitioner.

· Excellent communication skills and a good sense of humour

· Good organisational skills

· Creativity which drives all aspects of care and education

**We can offer you:**

* excellent support and in-house training with the potential to develop your career through the Academy and Trust
* a wider network within REAch2 Academy Trust, of support, exceptional practice and excellent CPD opportunities, as well as access to an Employee Assistance Programme.
* The chance to work with a fantastic, supportive team with the best possible opportunities to share ideas, planning, assessment etc.
* A dynamic, creative staff, dedicated to achieving whole-school improvement and building lifelong friendships.
* Appreciative, well-behaved, and enthusiastic children.
* Enthusiastic and proactive parents.
* Local Government Pension Scheme

# The application

To arrange an informal discussion about this role and/or on-site tour with Miss Libby Thomassen (Deputy Headteacher), please contact our school office. You will be informed of risk protocols for on-site tours, but they include: wearing of a mask, washing and sanitising of hands and maintaining social distance.

You are invited to submit a completed application form to Mr Dom Prendergast (Headteacher) via recruitment@thepalmeracademy.com

In accordance with our Child Protection and Safeguarding Policy the successful candidate will besubject to all necessary pre-employment checks, including: an enhanced DBS disclosure with children’s barred list check; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.  All applicants will be required to provide two suitable references.

**The application process and timetable**

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| --- | --- |
| **Application deadline:**  | Applications will be considered on submission.  |
| **School visits:**  | On-site tour and informal discussion to be arranged via the school office. |
| **Selection exercises:**  |  TBC |
| **Contract details:** | Permanent part-time (two days a week, Monday & Tuesday)  |
| **Salary:**  | RG3 NEW SCP 5-11 (FTE £19,650 - £22,129) |
| **Start date:** | April 2022 |

The candidates selected for interview will be informed after shortlisting and full details of the interview/selection programme will be provided.

**Interviews to be held at:**

**The Palmer Academy**
70 Northumberland Avenue, Reading RG2 7PP

Headteacher: Mr Dom Prendergast

Deputy Headteacher: Miss Libby Thomassen

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job.  The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant’s abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

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**Post: EYFS Practitioner**

**Responsible to: Class Teacher/EYFS Phase Leader/Headteacher**

**Salary/Grade: RG3 NEW SCP 5-11 (£19,650 - £22,129) Pro rata**

REAch2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.

**Job Purpose**

• To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards.

• The Reception Teacher or Lead Professionals are responsible for planning the overall policy and curriculum, and the Early Years Practitioners are given some responsibility for planning part of the programme and are to play a full part in its implementation

**Duties and Responsibilities**

• Share responsibility for safety, health and welfare of children at all times

• Ensure all children have access to the full curriculum

• Relate well to children

• Guide the development of children’s social behaviour and attitudes

• Meet the physical needs of children encouraging good standards of personal hygiene whilst promoting independence

• Frequently supervise children on activities without a teacher present including outdoor activities

• Observing and assessing children’s development and progress

• Keeping accurate records of observation, assessment and development of children

• Acting as a key worker for a group of children

• Organising materials and equipment for use within the nursery

• Sharing responsibility for care and maintenance of resources and equipment

• Assisting in preparation and clearing up of activities and encouraging children to help

• Sharing responsibility for board displays

• Contributing to curriculum development ensuring a stimulating environment

• Taking responsibility for specific pre-planned activities

• Taking on other tasks such as Play/Lunch Time supervision

• Attend weekly staff and planning meetings

• Encourage parents and carers to be involved in the setting and their children’s learning

• Establish good relationships with parents and carers

• Build up a trusting relationship with parents/carers of key worker group

• Take part in home visits when appropriate and required

• Support the aims and policies of the setting

• Promote the ethos of the setting at all times

• Be familiar and assist with any medical or toiletry routines as necessary.

• Any other duties that may reasonably fall within the scope of the post but not specified

• Undertake paediatric first aid training

Signed colleague ……………………………………………………………. Date ……………………………..

Signed Headteacher ………………………………………………………….. Date …………………………….

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**Early Years Practitioner**

**Person Specification**

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

|  |  |  |
| --- | --- | --- |
| **Factors**  | **Essential**  | **Desirable**  |
| **Qualifications**  | * Full and relevant Early Years Level 3 qualification (click [here](https://www.gov.uk/government/publications/early-years-educator-level-3-qualifications-criteria) to check if yours is full and relevant)
* Suitable Level 2 Literacy and numeracy qualifications if required with your level 3 (click [here](https://www.gov.uk/guidance/early-years-qualifications-finder#level-2-literacy-and-numeracy-qualifications) to check if your qualifications are suitable)
 | * Evidence of additional qualifications suitable to Early Years Educator role
* Graduate qualification
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| **Experience**  | * Experience of working with and supporting children with a range of educational needs
* Experience of working and supporting children of a variety of ages
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| **Knowledge and Understanding**  | * Intermediate knowledge of ICT
* Awareness of Keeping Children Safe In Education
* Basic knowledge of Health and wellbeing, safety and child protection
* Understanding of the Schools Ethos and Values
* Understanding of Data Protection and confidentiality
* Basic knowledge of First Aid
 | * Understanding of the development of EAL learners
* Understanding of the development of SEN learners

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| **Skills and Abilities**  | * Ability to solve problems, use initiative and find solutions
* Active listener
* Good communication (written and verbal)
* A team player
* Highly motivated
* Assist children on an individual basis, in small group and whole class work
* Explain tasks simply and clearly and foster independence
* Supervise children, and adhere to defined behaviour management policies
* Accept and respond to authority and supervision
* Work with guidance, but under limited supervision
* Display work effectively, and make and maintain basic teaching resources
 |   |

***Note to applicants:***

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***