



**Nursery Teatime Assistant Application Pack**

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**Letter from Cathie Paine, Chief Executive Officer**

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.

Employees 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.

**Cathie Paine**

**CEO**

# Our Touchstones

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

**Nursery Teatime Assistant at Woodside Primary Academy**

We are seeking to appoint an excellent **Nursery Teatime Assistant**, to become part of our teatime supervision team. The successful candidate will take care and control of all children in the Nursery setting during Teatimes.

Helping to set up the dining area and outdoor play area. Playing games with the children and engaging in physical activities. Supervising the children to have a fun and safe teatime. Cleaning after Tea in the dining area, outdoor play area and classroom area where required.

Providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

**Shift pattern:**

* Monday to Thursday 4pm-6pm and Friday 3.45pm -6.00pm

**In particular, successful candidates should have**:

* Experience of working with young children
* Basic understanding of child development and learning
* Enthusiasm and dedication to caring and supporting pupil activities

**You should be:**

* A responsible and reliable person
* Confident in dealing with young people, maintaining discipline and motivation
* Able to relate well to pupils and adults

**What can we offer you?**

* An active school community with supportive parents;
* An award winning learning environment;
* Excellent professional development opportunities;
* A supportive working culture that focuses on positive learning behaviour and high expectations for all children;
* The chance to work with a supportive family of schools (REAch2 trust) who share the same passion for primary education.

**Background Information about the School**

At Woodside we have worked hard to develop an atmosphere of trust, happiness and achievement, to ensure that every child feels cared for and supported on their educational journey. Ofsted recognised the excellent work in this and graded us as Outstanding in all areas of education (July 2016).

Our dedicated staff team work together to create a stimulating learning environment for our pupils, encouraging them to become active participants in their own unique learning journeys. Our imaginative 'themed classrooms' allow pupils to write, read and investigate in real context environments while fostering creativity and independent learning. These engaging and fun environments ensure that curriculum topics resonate, and that children can build a holistic understanding of the world around them.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Woodside Primary Academy](https://www.woodsideprimaryacademy.com/)

As a member of the REAch2 Trust, a national family of primary academies, Woodside Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Woodside Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form by email to: [My New Term](mailto:https://mynewterm.com/trust/Reach2-Academy-Trust/672956683)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact **Dawn Davidson- Nursery lead, at:** [**dawn.davidson@woodside-academy.org**](mailto:dawn.davidson@woodside-academy.org)

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Friday 5th July 2024 at 12pm midday |
| **Interviews:** | TBC |
| **Contract Details:** | Permanent, Part-time 10.25 hours per week,  term-time only (including INSET days) |
| **Salary:** | Scale 1 Spinal Point 2 £25,854 FTE (£13.81 per hour) |
| **Start date:** | 2nd September 2024 |

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy 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 our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience 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 six months after the decision has been communicated, 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 information 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).

# Job Description

**Role: Nursery Teatime Assistant**

**Responsible to:** **Headteacher, SLT, Nursery Leader**

**Purpose of position:**

Acting as part of a team, to take care and control of all children on nursery premises during teatime.

Setting up the dining area, indoor & outdoor play area. Playing with the children and engaging in physical activities. Supervising the children to have a fun and safe meal times. Cleaning after meals in the dining area, and play area’s where required.

Providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

**Duties and Responsibilities:**

* Maintain the safety, welfare and good conduct of the pupils during the teatime break.
* Assist the children in selecting their meal and sitting in an appropriate place in the dining area.
* Assist children with eating their meal if applicable.
* Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children’s well-being; provide help and support to children.
* Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
* Ensure Health and Safety of children - maintain a register of children attending, control access to other parts of the school
* Clear tables when meals are finished and clear up any associated spillages.
* Any other cleaning of the tables, dining area and associated areas.
* Emptying bins as necessary.
* Administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire
* Provide pastoral care, guidance and routine advice to pupils as appropriate.
* Where necessary and appropriate to lead games and activities with the children.
* Alert the Senior Supervisor and or SLT of any concerns regarding an individual child or group of children.
* Take pride in providing enjoyable activities for pupils.
* Build up warm and positive relationships with pupils.
* Speaks clearly and listens carefully to pupils, using questions to check understanding.
* Acknowledges the needs of different people e.g. help new starters to settle in the nursery.
* Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding
* Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
* Attend relevant training and meetings as required.
* Respect confidentiality at all times.
* Support the nursery team.
* Any other duties as requested by line Manager.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Knowledge/Qualifications and experience** | | |
| Knowledge of play leader activities |  | **\*** |
| NVQ level 2 in Childcare, Playwork or equivalent |  | **\*** |
| Literate - Able to read and understand instructions | **\*** |  |
| Numerate - Able to deal with simple calculations | **\*** |  |
| Food Safety & Hygiene Certificate Level 1 |  | **\*** |
| Current First Aid Certificate |  | **\*** |
| Training or willingness to undertake training | **\*** |  |
| **Skills , abilities and personal attributes** | | |
| Capable of lifting/ carrying equipment where necessary. Able to push, pull reasonable weight | \* |  |
| Ability to relate to, appreciate and communicate with, people of all ages and temperaments | \* |  |
| Desire to be involved with the School and its ethos |  | \* |
| Understanding and appreciation of children |  | \* |
| Commitment to the School's Equal Opportunities Policy and acceptance of responsibility for its practical application. | \* |  |
| Ability to have positive interactions with adults and children of nursery ages | \* |  |
| Ability to work with children from a wide range of social and cultural backgrounds | \* |  |
| Ability to help children resolve conflicts constructively | \* |  |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people | \* |  |
| Commitment to promote and support the aims of REAch2 | \* |  |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.