



# EYFS HLTA - Nursery Nurse Application Pack

Please note this position attracts a Golden Hello payment of £500\*



November 2024



# Introduction

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Thank you for your interest in our **EYFS HLTA (Nursery Nurse)** post at Larkrise Primary School. This role has been created to continue to develop our Early Years Foundation Stage Unit. Our school has seen rapid improvement over the last two years. This was reflected in our recent [OFSTED inspection](#), which was undertaken in March 2023. We are now looking for candidates who are excited to join us as we continue our journey of continuous improvement. **We are interested in receiving applications from experienced, Grade 3 Qualified EYFS practitioners.**

This application pack will give you an understanding of our values and vision for our children, staff and wider school community. We also invite you to visit our school virtually or in person to discuss your future and ours. If you would like to take up this offer, please arrange a time to meet Jon Gray (Headteacher) or Holly Marriott (Lower School Lead) by contacting the school office at 01865 721476 or via email [office@larkriseprimary.org](mailto:office@larkriseprimary.org).

If you successfully become our **EYFS HLTA (Nursery Nurse)** at our school, you will play a significant role in realising this Mission, Vision and Values. You will also need a creative spark to realise our ambitious plans.

We realise that you can't achieve this alone, and we are particularly proud of the team we have developed at Larkrise. Our staff are energetic, enthusiastic, and supportive, and we want to offer our children the best educational experiences. You will join our Early Years Foundation Stage (EYFS) Team to create an exciting and purposeful learning environment, supporting the children to be the best they can be

Our staff team are very motivated and supportive of each other. In the most recent RLT staff survey:

- 100% feel that their work has a strong purpose and makes a positive difference to the lives of children.
- 95% felt the school was led and managed well.
- 82% felt leaders and managers take staff wellbeing and workload into account when developing and implementing policies and procedures.
- 98% know who to speak to, either for themselves or a colleague, regarding wellbeing and mental health.
- 93% are proud to work at this school.
- 91% enjoy working at this school.
- 88% feel they can manage their workload.
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- 91% feel leaders support staff well in managing behaviour.
- 93% feel this is a school that is aspirational for all pupils.
- 84% feel continuous professional development and learning provided to staff has helped them to be more effective in their role.

Our children want to achieve whilst enjoying their education. If you are successful, you will also be supported by our governors and Friends of Larkrise, an ever-growing group of parents and carers. Our parental body, in particular, is very supportive and regularly volunteers to enhance our children's experience. In a [recent survey](#), 98% of our parents would recommend our school to another parent.

The River Learning Trust (RLT) is a Multi-Academy Trust responsible for several schools and a school-centred initial teacher training provider (SCITT) within Oxfordshire. The schools and SCITT are united by their commitment to the Trust's principles and a shared belief in the benefits of

working together. Information about the growing River Learning Trust is available at <https://riverlearningtrust.org/24/working-at-rlt> .

Being part of RLT gives opportunities to work more closely with a diverse range of schools. The Trust schools are also involved in working with the Oxfordshire Teaching School Alliance (OTSA), which provides further access to support and development opportunities. Larkrise is a strategic partner school within OTSA ([Click here](#) for more information).

At Larkrise, we are excited to work more closely with such a range of schools, which will benefit our staff and children.



The school serves one of the most diverse catchments in the internationally renowned city of Oxford. Our children come from a wide range of economic and cultural backgrounds. Many speak a number of different languages. At the last count, we had over thirty-two languages spoken at the school. This diverse and vibrant catchment of East Oxford should be celebrated and is reflected in our curriculum.

We also want to support you further in developing your career so that you can grow within your new role. We are very proud of the opportunities we provide our staff to enhance their experience and effectiveness further. We will do this by developing your individual Continued Professional Development and Learning plan with the support of the wider RLT. We will be fully committed to your professional development.

If you have experience working with EYFS children and their families and would love to work in our school, we would love to hear from you. We are seeking candidates who are excited by and relish the prospect of working in our school.

Yours sincerely,

Handwritten signature of Jon Gray.

(Jon Gray -Headteacher)

Handwritten signature of Charlotte Stewart.

(Charlotte Stewart -Deputy Headteacher)

Handwritten signature of Morag Scott.

Morag Scott (Assistant Headteacher)

## Mission-Vision-Values

**Mission:** A vibrant and caring school which proudly reflects the diversity of our community.

**Vision:** To provide a world-class curriculum with high expectations for every child and within which well-being is nurtured and learning is limitless.

### Inspire



**Inspire through Creativity, Kindness and Adventure**

### Creativity



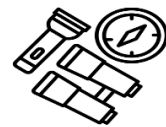
**Show kindness to ourselves, each other, our community and our environment.**

### Kindness



**Inspire curiosity and encourage innovation.**

### Adventure

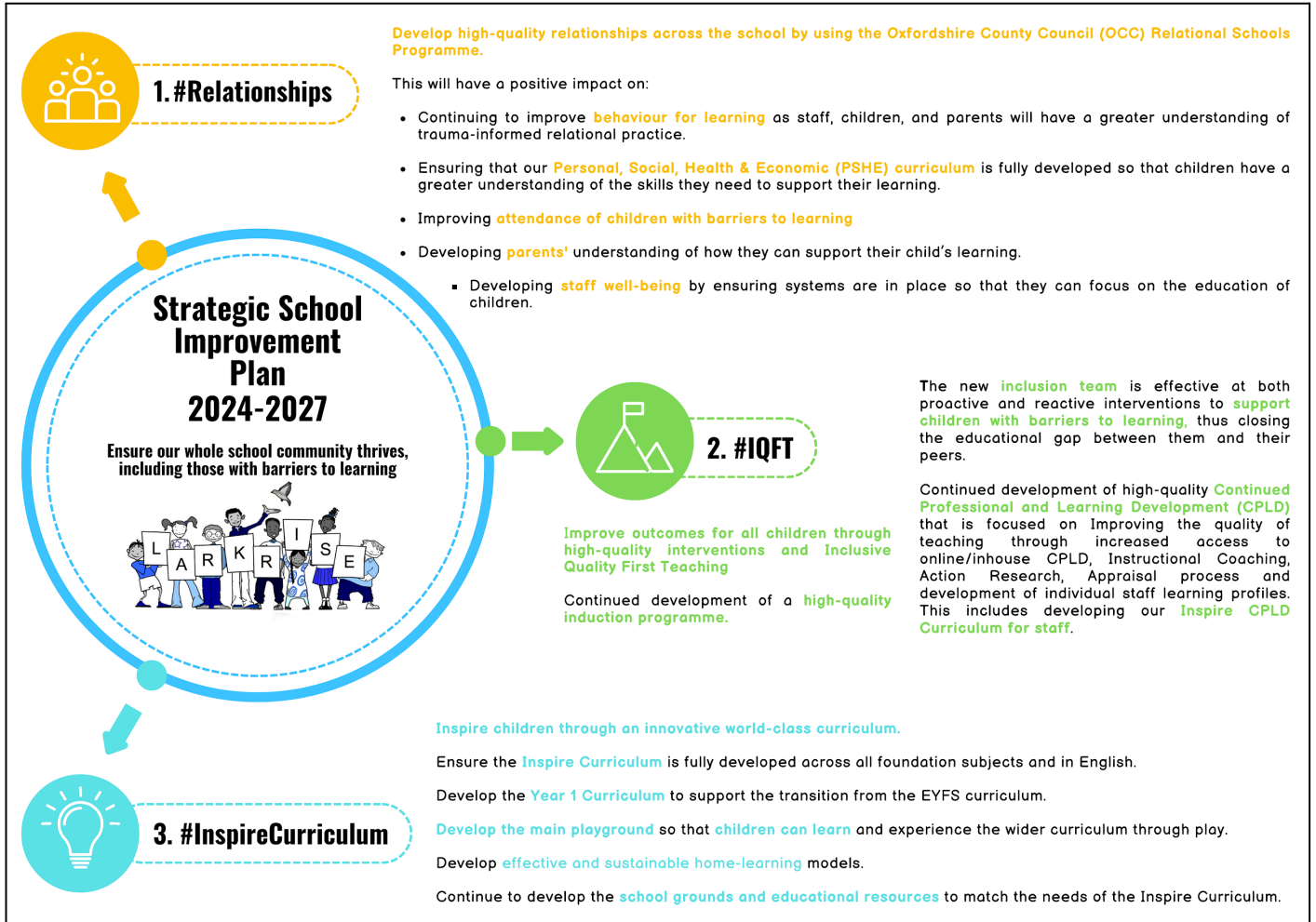


**Meet the challenge by embracing new opportunities whilst striving for excellence.**



# We are a forward-thinking school that looks to the future.

We are rapidly improving the school. We pride ourselves on using research to ensure improvements are implemented and embedded. Click on the image below to find out more about school improvement.



# The Principles of the River Learning Trust



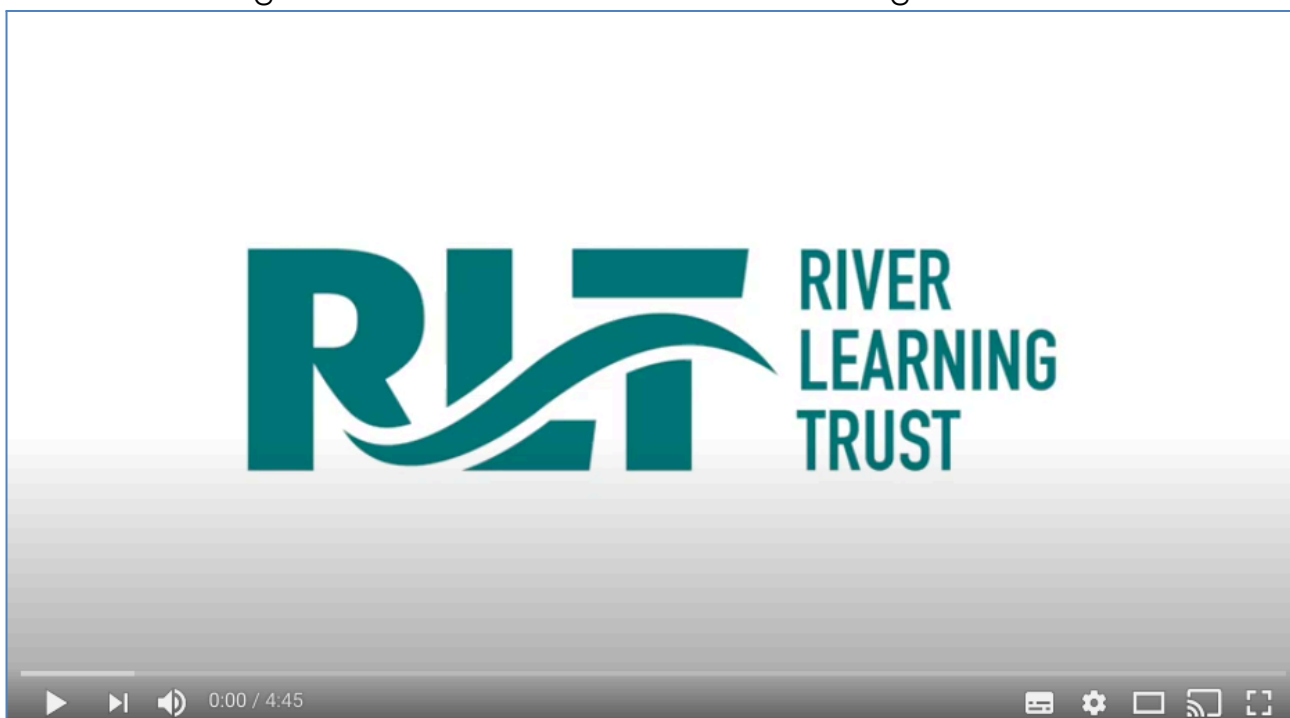
The River Learning Trust (RLT) is a multi-academy trust responsible for several schools and a school-centred initial teacher training (SCITT) provider within Oxfordshire. The schools and SCITT are united by their commitment to the principles of the trust and a shared belief in the benefits of everything gained by working together.

The River Learning Trust is a community of children, young people and adults with shared principles, including:

- Commitment to **Excellence**; striving for the best educational experience
- Everyone **Learning**; creating and taking opportunities that enhance lives
- Respectful **Relationships**; acting with care, integrity, and fairness in all we do

([Click here](#) for more information).

Click on the image below to watch a video about working in a school within RLT.

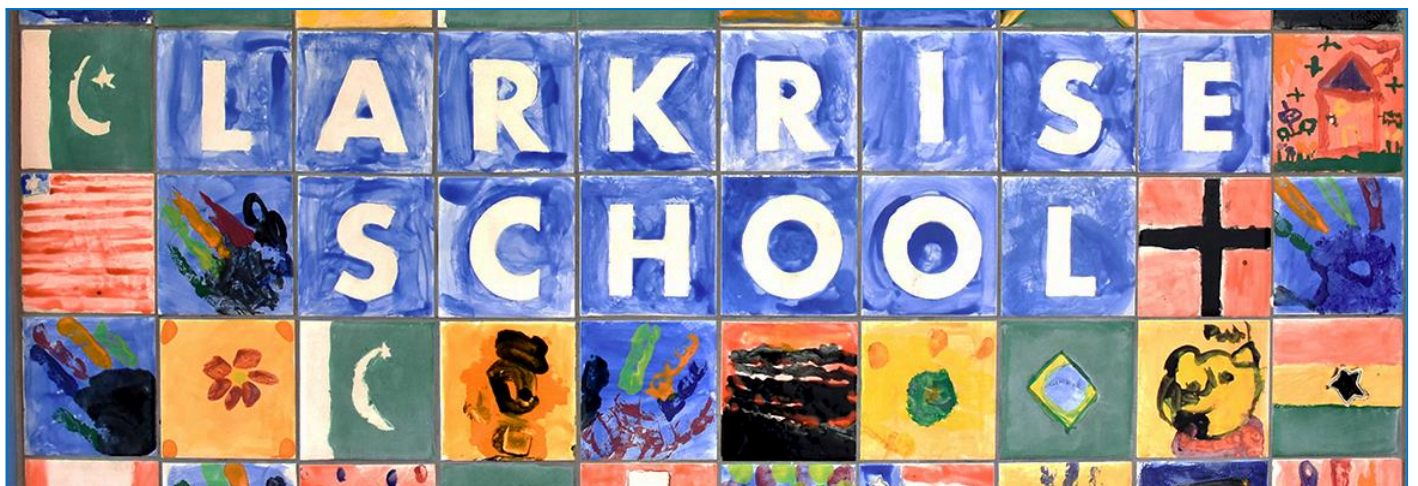


# Higher Level EYFS Selection Criteria

The selection criteria, job description, and person specification show the essential abilities and skills required for this opportunity. The selection panel will assess each candidate against the requirements listed in the person specification, expecting them to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a primary school context.

The panel will use the following assessment tools throughout the selection process:

- Application form via My New Term. Click on this [link](#).
- Application Statement showing how you meet the selection criteria and explaining why you would like to work at Larkrise Primary School.
- Interview
- Observation of you working in our EYFS Unit
- 10-minute presentation answering the following questions - How do your past and current experiences prepare you for the new role as the Nursery Lead at Larkrise? and What would you like to achieve in this role?



# EYFS HLTA (Nursery Nurse)

## Job Description

<b>Job Title</b>	EYFS Higher Level Teaching Assistant (Nursery Nurse)
<b>Reports To</b>	Nursery Teacher & Lower School Leader
<b>Salary</b>	Grade 8 Scale Point 18 to 23 Term Time Only (+ INSETS) 37 hrs/wk - £30,559 to £33,366 pro-rata - Actual Salary based on 39 weeks/year £26,586.33 - £29,028.42 - Golden Hello of £500*
<b>Contract</b>	Permanent Post  Mon 8am to 4pm Tues 8am to 4pm Wed 8am to 4.30pm Thurs 8am to 3.30pm Fri 8am to 3.30pm  ½ hour break each day

### Introduction,

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Lower School Leader and Nursery Lead, who will be mindful of their commitment to ensuring that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The role will involve planning, preparing, and delivering learning activities for individuals/groups and the whole class, monitoring children and assessing, recording, and reporting on children's achievement, progress, and development.

This role includes working every lunchtime to provide lunch supervision and enhance play-based opportunities.

This job description should be read alongside the [National Teaching Assistant Standards](#).

### Our Staff Charter

A core principle at RLT is Respectful Relationships, where acting with care, integrity, and fairness is demonstrated within schools, the SCITT, and the Central Team. We value each member of our professional community and value our health and well-being.

Our Staff Charter sets a standard that we all seek to follow; great schools thrive because of the people within them. Our RLT staff charter can be found [here](#).



## Duties

### Leading Learning within the Nursery

- To ensure that all policies implemented by the school are actively upheld and promoted at all times. Including the school's Mission, Vision and Values.
- To build and maintain positive and constructive working relationships with families, multi-agencies, professionals and colleagues to maximise children's development.
- To work with the Lower School Leader, Nursery Lead and other EYFS staff to deliver learning to support the academic achievement of all learners within the Nursery
- Use the school's assessment systems to monitor children's successes and plan for their next steps.
- Reporting of children's progress for parents and carers.
- Support children within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all children.
- To support the needs of the pupils and curriculum by ensuring the preparation of the learning environment.
- With support from the Special Educational Needs & Disabilities Coordinator ensure the implementation of individual pupil support plans, i.e. EHC plans to ensure that the school meets all children's specific needs.
- Lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual children.
- To teach the Nursery class in the Nursery Lead's absence
- To be an integral part of the Larkrise team to contribute to the school's ambitious programme of school improvement

### Pastoral Care

- To help promote and safeguard the welfare of all children
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- To ensure that a high standard of personal care for all children is maintained
- Follow Healthcare plans that are in place
- To develop and implement equality of opportunity effectively throughout the school.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

### Training and Development

- To be an integral part of the Larkrise team, to contribute to the school's ambitious programme of school improvement.
- Keep up to date with developments in education.
- Commit to your own professional development, proactively identifying development opportunities.

### Communication and Community Links

- To develop and maintain positive and effective professional relationships with colleagues, parents/carers, the local community and Governors
- To support the life and work of the school
- Contribute to creating an ethos within which staff are motivated and supported to develop their skills and knowledge

- To provide information to the Leadership Team Governing Body to enable it to meet its responsibilities
- To ensure that parents/carers and children are well informed about the curriculum, attainment and progress and can understand and contribute to targets for improvement

### Health and Safety

Taking appropriate responsibility for one's health, safety and welfare and the health and safety of pupils, visitors, and work colleagues in accordance with the requirements of legislation and locally adopted policies, including taking responsibility for raising concerns with an appropriate manager.

### Safeguarding

Larkrise Primary School and The River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on receiving at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.

### Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description



**\*The Golden Hello:** A £500 Golden Hello (R&R) payment will be paid for successful candidates applying directly to RLT for this role, payable after a qualifying period of one month in this role. (payable as £250 initially and a further £250 after six months service has been completed).

# EYFS HLTA (Nursery Nurse) Person Specifications

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> <li>• Five good GCSE's or equivalent including English &amp; Maths</li> <li>• Level 3 EYFS DfE Approved Qualification</li> <li>• Paediatric First Aid (PFA) Certificate</li> <li>• Enhanced DBS clearance</li> <li>• Evidence of engagement in professional development</li> <li>• At least three years of experience of working with EYFS aged children</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient experience of fulfilling a supervisory role within a Nursery setting, working with children aged 2 to 5</li> <li>• More than five years experience of working with young children in EYFS.</li> <li>• Experience of working in a school setting</li> <li>• Further training or qualification relevant to the role, EYFS Level 4, 5 &amp; Level 6 (Degree)</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Provide excellent learning opportunities and classroom environment</li> <li>• Excellent behaviour management</li> <li>• A clear understanding of the EYFS curriculum</li> <li>• Experience of working with children with SEND</li> <li>• Excellent interpersonal skills</li> <li>• Ability to support parents/carers to improve outcomes for their children</li> <li>• A commitment to outdoor learning</li> </ul>	<ul style="list-style-type: none"> <li>• A proven record of raising achievement within EYFS</li> <li>• Extensive experience of working with children with SEND</li> <li>• Experience of working with children with EAL</li> </ul> <p>An understanding of the Primary Curriculum</p>
Personal Qualities	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Caring and friendly personality</li> <li>• A commitment to getting the best outcomes for all children and promoting the ethos and values of the school</li> <li>• Ability to work calmly under pressure and prioritise effectively</li> <li>• Resilience</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• An understanding of the importance of working in partnership with other schools in the wider RLT to promote improvements in education for staff and children.</li> </ul>	<ul style="list-style-type: none"> <li>• The ambition to develop a career in education</li> </ul>

# The Interview Process

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The application process will be open from Tuesday, 3rd December 2024, until Monday 13th January 2025. Please send via [My New Term](#).

Applications will be reviewed when submitted, and we reserve the right to consider and interview candidates as applications arrive.

The selection panel will include the Headteacher, Deputy Headteacher and Lower School Lead.

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