



"Inspire through Creativity, Kindness & Adventure"

Nursery Lead Application Pack



July 2024



Introduction

Thank you for your interest in our **Nursery Lead** post at Larkrise Primary School. Our school has seen rapid improvement over the last two years. This was reflected in our recent [OFSTED inspection](#) that was undertaken in March 2023. We know it's not all about 'OFSTED'. It's about community and relationships, an area where we feel we excel! We are now looking for candidates who are excited to join us as we continue our improvement journey. **We are particularly interested in receiving applications from candidates who have experience working with nursery-aged children and have the relevant Early Years Qualifications at level 3 or above.**

We hope this application pack will give you an understanding of our values and vision for our children, staff, and wider school community. We would also like to invite you to visit our school and have a conversation about your future and ours. If you would like to take up this offer, please arrange a time to meet Jon Gray by contacting the school office on 01865 721476.

In September 2020, we finalised our new Mission, Vision and Values. Our governors and staff are using this to guide our strategic development until 2025.

If you successfully become our **Nursery Lead** at our school, you will play a significant role in realising this Mission, Vision and Value. 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 www.riverlearningtrust.org.

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 primary-aged 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,

A handwritten signature in black ink, appearing to read 'Jon Gray'.

(Jon Gray -Headteacher)

A handwritten signature in black ink, appearing to read 'Charlotte Stewart'.

(Charlotte Stewart -Deputy Headteacher)

A handwritten signature in black ink, appearing to read '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



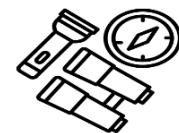
Show kindness to ourselves, each other, our community and our environment.

Inspire curiosity and encourage innovation.

Kindness



Adventure



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



Nursery Lead Selection Criteria

The selection criteria, job description and person specification show the key abilities and skills required for this opportunity. The selection panel will assess each candidate against the criteria 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?



Nursery Lead Job Description

Job Title	Nursery Lead
Reports To	Lower School Lead
Salary	40 weeks per Year (Term Time Only plus INSET days & 5 days in the holidays to support setting up the Nursery), 37.5 hours per week Pay Scale - 23 to 26 Actual - £29,271.02 to £31,787.84 Hourly Rate - £16.63 to £18.06 FTE - £32,076 to £34,834 Pay Award Pending
Contract	Permanent from the 1st September 2024

Introduction

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

Core Purpose

To establish a purposeful, engaging and beautiful learning environment where children feel happy, safe and excited to start their learning journey.

To lead the education and well-being of our Nursery-aged children under the direction of the lower school lead.

Leading Learning within the Nursery

- Provide leadership with support from the Lower School Lead for Teaching Assistants within the Nursery setting.
- To be an integral part of the Larkrise team to contribute to the school's ambitious programme of school improvement.
- 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 children, families, multi-agencies, professionals and colleagues to maximise children's development.
- To work with the Lower School Leader and other Nursery staff to deliver learning to support the social and 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 children by ensuring the preparation of an effective learning environment.
- To take a lead role, with support from the Special Educational Needs & Disabilities Coordinator, in implementing individual pupil support plans, i.e. EHC plans, to ensure that the school is meeting the specific needs of all children.
- Lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual children.

Pastoral Care of Children

- To help promote and safeguard the welfare of all children.
- Policies and procedures must be implemented to foster self-discipline, high standards of behaviour, and positive attitudes among all children.
- Ensure that a high standard of personal care for all children is maintained.
- 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

- Keep up to date with developments in EYFS education.
- Support the development of the EYFS Team.
- Commit to your own professional development, proactively identifying development opportunities.

Communication and Community Links

- Build positive relationships with members of the school community.
- To fully 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 develop and maintain positive and effective professional relationships with colleagues, parents/carers, the local community and governors.
- To provide information to the 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, as well as understand and contribute to targets for improvement.

Health and Safety

Taking appropriate responsibility for one's own 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.

Additional Safeguarding

Larkrise Primary School and The River Learning Trust are 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 the receipt of at least two acceptable references (one from the current/latest employer) and evidence of the formal qualifications required for the role.

Note

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.

Nursery Lead Person Specifications

	Essential	Desirable
Qualification & Experience	<ul style="list-style-type: none"> • Five GCSE's or equivalent, including English & Maths • At least a Level 3 Department for Education Qualification as set out in the Early years qualifications achieved in the United Kingdom • Enhanced DBS clearance • Evidence of engagement in professional development. • At least two years of experience of working with EYFS aged children. • Sufficient experience of fulfilling a supervisory role within a Nursery setting, working with children aged 2 to 5. 	<ul style="list-style-type: none"> • More than five years of experience • working with young children in EYFS. • Experience of working in a school setting • Further training or qualification relevant to the role • Experience leading within a nursery setting. • Full and Relevant Level 6 (Degree) qualification in the Early years qualifications achieved in the United Kingdom
Knowledge & Skills	<ul style="list-style-type: none"> • Provide an excellent classroom environment and learning opportunities • Excellent behaviour management. • A clear understanding of the EYFS curriculum. • Experience of working with children with SEND. • Excellent interpersonal skills. • Ability to support parents & carers to improve outcomes for their children. • A commitment to outdoor learning 	<ul style="list-style-type: none"> • A proven record of raising achievement within EYFS • Extensive experience of working with children with SEND • Experience of working with children whose first language is not English
Personal Qualities	<ul style="list-style-type: none"> • Sense of humour • Caring and friendly personality • A commitment to getting the best outcomes for all children and promoting the ethos and values of the school • Ability to work calmly under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • 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. 	<ul style="list-style-type: none"> • The ambition to develop a career in education

The Interview Process



The application process will be open from Wednesday, 12th June, until Friday 5th July 2024. Please send via [My New Term](#). Applications will be reviewed when submitted, and interviews will be held on w/b 1st and 8th July.

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

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 trust's principles and a shared belief in the benefits of 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.



Clicking on the image below will take you to our Staff Charter.



THE RLT 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 wellbeing. Our Staff Charter sets a standard which we all seek to follow; great schools thrive because of the people in them.

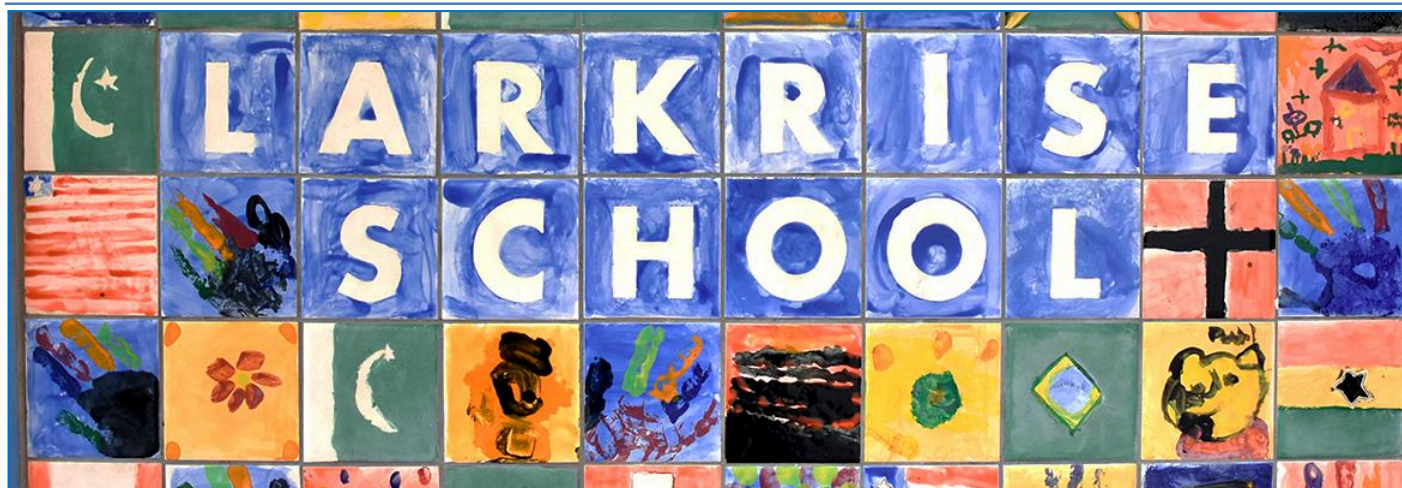
As an employee of RLT:



YOU WILL BE SUPPORTED
TO GROW AND
DEVELOP AS
A GREAT
PROFESSIONAL:



- You will have access to development opportunities in your school and across the Trust in a culture of collaboration and teamwork.
- We will help you to achieve excellence through high quality professional feedback and dialogue.
- Our appraisal processes will always be supportive and developmental.
- Integrity and professionalism underpin our approach to accountability.



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.

Strategic Goals 2020-2025

1. Inspire our children through Creativity, Kindness and Adventure by developing our world class "Inspire Curriculum".



2. Provide excellent teaching to ensure our achievement and attainment are above national expectations.



3. Attract and retain inspirational staff by ensuring Larkrise is a rewarding and supportive place to work.



4. Create a stimulating and supportive learning environment.



5. Employ efficient and effective procedures to allow our focus to be on improving education.



6. Ensure we are financially robust now and in our plans for future developments.



