

**“Inspiring
children
to achieve
their best”**



The Active Learning Trust
ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS

Nursery Assistant Application Pack



June 2024

Letter from the Executive Headteacher

Thank you for your interest in the post of Nurse Assistant at Pakefield Primary School. We are excited to appoint the right person to join our team, but also to support our children in the most crucial stage of their early development.

Pakefield Primary School is part of the Active Learning Trust which means we are a part of a wider network of supportive local schools. Specifically, we have recently created a partnership with Reydon Primary School. There are 19 schools in total over three geographical areas. The North Suffolk Hub of schools (5 local schools in South Lowestoft and 2 in Beccles), Ipswich Hub and Cambridgeshire hubs. Together we engage in regular school-to-school improvement networks, leadership development and CPD opportunities.

Being part of the ALT enables our school to work collaboratively, not only with the Trust, to improve the outcomes for all our children, but in partnership with Mums, Dads and carers and the local community.

The successful candidate will join our staff team at an exciting time in the schools development, as we continue with our ambition and relentless determination to improve outcomes for our children and provide outstanding behaviours and attitudes and personal development; as stated by [OFSTED 2021](#).

The Local Governing Body and the Active Learning Trust share our ambition that every child will transfer from Pakefield having been expertly taught, as well as confident and skilled to maximise the benefits and opportunities offered in their next stage in learning in secondary education.

Our [website](#) will give you a good insight into our school and I would warmly encourage a school visit. If you would like any further information, or if you have any questions, please call our School Business Manager, Mrs Karen Tallett-Pickess on 01502 574032 or email k.tallett-pickess@pakefieldprimaryschool.org.uk.

Once again, thank you for your interest and we wish you every success in your application.

Yours sincerely

Martyn Payne
Executive Headteacher



Job Advertisement – Nursery Assistant

Pakefield Primary School

Hours: 17.50 hours per week, 38 weeks per year (mornings only)

Post: Fixed term initially for 12 months

Salary: ALT Grade D (8-11) - £24598 - £25183 pro rata (£12.74 to £13.04 per hour) – (Reflects National Pay Awards 2024/2025)

Required to start from September 2024

We are looking to appoint a nursery assistant who is excited by children's early development and how this fits within a school setting. We are looking for somebody who is creative, caring and passionate about ensuring children have the best possible start in life.

The successful candidate will work alongside the Class Teacher and work using their own initiative. Experience of the early years foundation stage and child development is advantageous.

You will be welcomed into our school team with outstanding behaviour and personal attitudes, and the Active Learning Trust family where learning is at the heart of all we do.

We are looking for a candidate who:

- Passionate about ensuring all children are supported to do their best
- Have very good numeracy and literacy skills
- Experience of working with children from birth to 5 and possibly beyond.
- Fosters excellent relationships with children, parents and staff
- Is reflective and always seeking to improve outcomes for children
- Passionate about making play and learning irresistible
- Can maintain confidentiality and have a high level of professionalism
- Committed to improve their own practice

We can offer you:

- Wonderful and talented children who want to learn
- A child centred ethos which achieves outstanding standards of behaviour for learning and attainment
- A professional, welcoming and supportive staff with high expectations
- An excellent working environment
- Commitment to opportunities for training and professional development

Visits to the school are warmly welcomed and an application pack is available from our website: www.pakefieldprimaryschool.org.uk. All applications are to be submitted through My New Term. Should you require further information please contact Mrs K Tallett-Pickess on 01502 574032 or email admin@pakefieldprimaryschool.org.uk

Closing date for applications: 3rd July, 2023 Interviews: Week beginning: 8th July, 2024

Pakefield Primary School and the Active Learning Trust are committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All appointments will be subject to the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture in our recruitment.

School Core Values

Our Core Values



Inspire



Achieve



Ambition



Community

At Pakefield Primary School we **INSPIRE** children to **ACHIEVE** their best through having a sense of **AMBITION** and contributing positively to our **COMMUNITY**.

All children in our community are valued and we strive for every child to achieve their best. Learning at Pakefield does not have a limit. In collaboration with parents and carers each and every child is successful. We provide children with opportunities to be independent learners, skilful in working together to get the most out of every experience. Children leave our school ready and prepared for the next phase of learning and as well-rounded citizens.



The Active Learning Trust

Active Learning Trust

The Active Learning Trust brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning. The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background. The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.



Job Description

Nursery Teaching Assistant

Job Title: Nursery Teaching assistant
Location: Pakefield Primary School
Report to: Nursery Class Teacher
Post: 17.50 hours Mornings only, term time 38 weeks per year
Salary: ALT Grade D (8-11) - £24598 - £25183 pro rata (£12.74 to £13.04 per hour) – (Reflects National Pay Awards 2024/2025)

Responsible to: **Executive Headteacher**

Job summary:

- Assist with day-to-day activities of the Nursery
- Provide quality play, learning and care within the school's framework
- Policies and procedures

Line manager: Nursery Teacher

Responsible for:

- To maintain a safe, stimulating and enjoyable environment for all children.
- To provide inclusive play and learning opportunities for all children attending the nursery.

Working relationships:

- Children attending school, parents/carers and staff
- Management and staff, including children and volunteers
- Childcare and play organisations, other agencies e.g. Speech therapist

Main duties include:

- Implement and deliver the EYFS curriculum in accordance with the children's social, emotional, physical and intellectual needs.
- To contribute to the provision of safe, high-quality education and care for nursery children.
- To carry out any recommendations made following regulatory inspections.
- To work within the setting's policies and procedures.
- To respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.
- To act as a Key Person to a group of children and to ensure their needs are reflected in the planning of routines and activities. To support the work of other staff in their role as key person as required.
- To liaise closely with parents and carers as a Key Person: informing parents of their children's progress and encouraging them to become involved in their children's learning.
- To be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- To undertake any reasonable duties as directed by the class teacher.
- Facilitating good communication with all members of the organisation, parents, schools and childcare and play related agencies.
- To undertake mandatory training such as safeguarding

Person Specification

Nursery Assistant

Our aim is to create an outstanding Trust and our staff will be expected to exemplify excellence in all that they do. Our Nursery Learning Support Assistant Level 2 will be a person/people with high expectations, enthusiasm and the ability to positively impact on the learning, skills and experiences of our children. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a calm and positive attitude.

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Relevant L2 qualification or above (as outlined in the DfE Early Years qualification checklist document) • GCSE or equivalent numeracy and literacy • Experience of working in an early years provision and evidencing good/outstanding practice • Experience of communicating effectively at all levels • Understanding of safeguarding procedures • Understanding of current EYFS curriculum, expectations and child development • Ability and experience to carry out role of a key worker • Experience organising and managing other adults in the classroom/unit • Be willing to undertake training 	<ul style="list-style-type: none"> • Paediatric First Aid • Food hygiene certificate • Confidence in ICT • Experience liaising with external agencies • Organisation of record keeping • Managing an Early Years provision/room • Experience of working effectively with children with diverse needs
Skills and Attributes	<ul style="list-style-type: none"> • Demonstrate an appropriate motivation for wanting to work with children • Able to promote positive ethos for both behavior and learning behaviours in line with the values of the nursery • Ability to promote good home school relationships • Experience of observing children and assessing their achievement and setting next steps • Commitment to young children and families • Good communication skills • Able to work as part of a team • Sound judgement and common sense • Good time management and the ability to prioritise workload. • Caring attitude and a friendly, flexible approach • Able to work creatively • Be able to plan and set up activities, supervise and interact with children. • Able to manage time efficiently. • Must hold a current and up to date enhanced DBS • Able to remain calm in difficult situations 	<ul style="list-style-type: none"> • Able to record observations and evaluations of learning against individual targets for children e.g. Tapestry • Willing to undergo training and improve knowledge

Please use the person specification to write your personal statement. This will ensure that you meet the criteria for shortlisting.

Do take a look at the school website www.pakefieldprimaryschool.org.uk and the website for ALT our multi-academy trust www.activelearningtrust.org to get a flavour of what we offer. Conversations and visits with Martyn Payne or Marie Rodwell Deputy Headteacher, are encouraged and further information, including the application documentation can be found on our website:
www.pakefieldprimaryschool.org.uk.

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