



LEARNING
ACADEMIES TRUST

NURSERY ASSISTANT RECRUITMENT PACK

PLAISTOW HILL PRIMARY AND
NURSERY SCHOOL

BELIEVE YOU CAN, TOGETHER WE WILL

www.learningat.uk 01752 914160 @ hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

About Plaistow Hill Primary and Nursery School

Acting Headteacher: Mrs Sharon Burnett

Location: Roman Way, St Budeaux, Plymouth, PL5 2DT

Approximate number of students: 130

Approximate number of staff: 30



Message from the Headteacher

Plaistow Hill Primary school is a small school and friendly school. Our fabulous and dedicated staff strive to encourage each child to reach their full potential in all areas of the curriculum through excellent teaching, the provision of an interesting, challenging and stimulating environment and curriculum. We are proud to know our families really well and this makes for such a family feel within the school. We are passionate about our children succeeding and start preparing children with lifelong skills and a love of learning. We have a wonderful outdoor space including secure, open play spaces, sports field, willow structure and a nature garden.

Plaistow Hill is one of 18 schools within the Learning Academies Trust. Our partnership is embedded by clear values and working collaboratively with other local schools brings a wealth of experience and expertise to our school.

Mrs Sharon Burnett, Headteacher

Nursery Assistant Description

Location	Plaistow Primary and Nursery School
Terms of contract	Temporary (until 31 st August 2025)
Salary FTE	Grade C £24,790 - £25,584
Actual annual salary	£9,502 - £9,806
Hours/weeks	16.5 hours per week, 39 weeks per year Tues, Thurs and Fri 8.30am – 11.30am and 12.30pm – 3.00pm
Closing date	9am, Wednesday 29 th January
Proposed interview date	W/C 3 rd February
Anticipated start date	As soon as possible

Job Summary

To work in partnership with all staff, under the direction of the Nursery Teacher/Room Leaders. To be involved in caring for children aged 0-5 in day care situations. To take part in the observation, monitoring and assessment of individual children.

Key Roles and Responsibilities

- Assist in supporting the social and educational development of children up to the age of five ensuring their basic needs for security, health and hygiene are catered for
- Responsible for the safe use of low value equipment and for the care of Foundation stage play equipment
- Lead group activities
- Assist in the assessment of children and their social and learning needs
- Assess children’s daily needs, health and wellbeing
- Assist in organising and supervising play activities
- Participate in the observation, monitoring and assessment of individual children
- Develop and maintain relationships with children, their parents/carers and other staff
- Provide continuous evidence to support the Bristol Standard and Ofsted expectations of good practice
- Support others and offer advice and guidance where appropriate
- Undertake other duties appropriate to the grading of the role

Additional Information

- The post holder is required to uphold and promote the school’s policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust’s responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

Person Specification

Job Title	Nursery Assistant
Location	Plaistow Hill Primary and Nursery School
Grade	Grade C

Attributes	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • NVQ2 in Childcare or equivalent • Grades (A-C) GCSE or equivalent in Maths and English 	<ul style="list-style-type: none"> • Holding or willing to take: <ul style="list-style-type: none"> ➢ Paediatric First Aid ➢ Health & Safety Certificate ➢ Food Hygiene Certificate • NVQ Childcare Level 3
Experience	<ul style="list-style-type: none"> • Recent experience of working as a Nursery Assistant within an Early Years setting 	<ul style="list-style-type: none"> • Have experience in delivering a variety of strategies to support behaviour
Skills/Knowledge / Aptitude/	<ul style="list-style-type: none"> • Clear understanding of child development • Knowledge of EYFS curriculum • Competent IT skills 	

	<ul style="list-style-type: none"> • Ability to organise and deliver high quality learning experiences for the children • Ability to be flexible and work as part of a team • Ability to work on own initiative and to maintain and prioritise workloads • Good communication skills • Ability to support and help with display work and making/repairing resources • Ability to assist in the observation, monitoring and assessment of individual children • Ability to support others and offer guidance where appropriate 	
Motivation	<ul style="list-style-type: none"> • Be willing to work as part of a team and turn for advice if needed 	
Physical	<ul style="list-style-type: none"> • Some lifting will be required. • Kneeling and sitting on the floor with the children as required 	

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.