



Candidate Recruitment Pack

**Nursery Room Leader  
Grove House Infant & Nursery School**

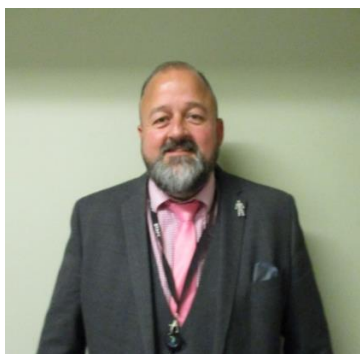
Applications considered upon receipt

[www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

[office@ghn.unity-ed.uk](mailto:office@ghn.unity-ed.uk)

## A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. Our collaborative work over the last 6 months has ensured a measured evolution into our new formal Trust arrangements. We're welcoming outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

Teachers and support staff now number 795. All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

# Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

## Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

## Specialist

Pathfinder School –  
Brooklands, Danby Wood, Douglas Bader,  
Hooper Lane, Brooklands, Rosebery

Compass –  
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.



## The Federation of Grove House and King's Park Infant Schools

I wish you a warm welcome to The Federation of Grove House and King's Park Infant Schools. We hope that parents, carers, children and our community enjoy our schools and what they offer to all. Grove House Infant and Nursery School and King's Park Infant School are situated either side of Dereham town centre and are within walking distance of the town centre itself. The schools being federated means that they share the same Executive Headteacher and as a result many of the staff work within both schools and the children take part, frequently, in Federation activities including sports and curriculum led events.

Our vision at The Federation of Grove House and King's Park Infant Schools is to guide children to become lifelong learners and responsible citizens, who are prepared to face a challenging world, by offering experiences that promote the value and enjoyment of education and learning both inside and outside of the classroom.

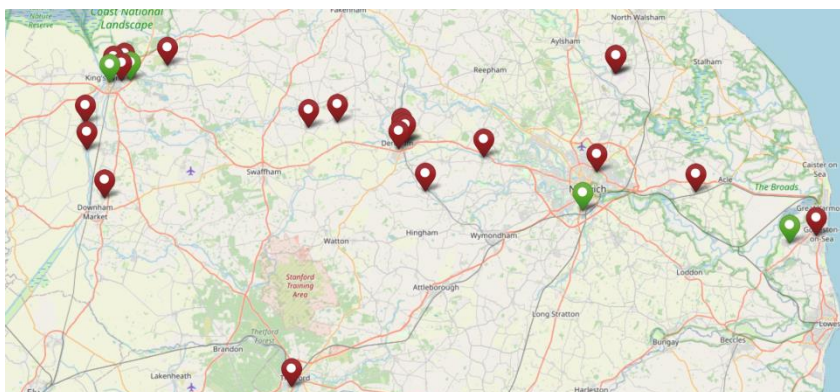
I am excited to be the Acting Executive Headteacher of these two successful schools and am very proud of our achievements. All members of the community work diligently to ensure that every child is challenged and reaches their true potential in all aspects of their learning. This is through high quality teaching, a creating and engaging curriculum and a team of professionals who put the needs of children first. The children are at the heart of every decision that we make, to ensure that they are enthused, confident and enjoy all aspects of school life. We ensure the opportunities that are provided for them are relevant to their individual needs, with the balance of instilling not only the school learning powers, but UET Trust Pledges.

Our engaging and creative curriculum enables children to recognise and celebrate success, develop their own passion for learning and our team of professionals enable children to develop high aspirations which can be carried with them onto the next stage of their educational journey.

I believe that education is about the whole child and that active partnerships between home and school enable the develop of learning to be successful. Our relationships with parents, the community and other schools within Unity Education Trust is something we are proud of.

The Federation team look forward to working with you and your child to enable them to strive to reach their full potential and develop the lifelong learning skills needed to succeed. We welcome any questions and visits to see our schools in action.

Mr. Mark Cuenca-Farrow – (Acting Executive Headteacher)



# Underpinning principles





## Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



# Job Description

## Nursery Room Leader

Job details	
Job title	Nursery Room Leader
School	Federation of Grove House & King's Park Infant Schools
Responsible to	Responsible to the Executive Headteacher
Responsible for	Providing learning experiences and support for pupils. Acting as a key worker for individual pupils
Liaising With	Senior Management Team, teaching/ support staff, school representatives, external agencies and parents

Purpose of Job
<p><b>Job purpose</b></p> <ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils with support from EYFS lead</li> <li>To monitor and support the overall progress and development of pupils</li> <li>To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential</li> <li>To contribute to raising standards of pupil attainment and behaviour</li> <li>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth</li> </ul>

Main Duties
<p><b>Operational / Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>To contribute to curriculum areas.</li> <li>To plan and prepare lessons with oversight from EYFS lead.</li> <li>To contribute to the whole school's planning activities.</li> </ul>
<p><b>Staff Development:</b></p> <ul style="list-style-type: none"> <li>To take part in staff development programmes by participating in arrangements for further training and professional development.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To engage actively in the Performance Management review process.</li> <li>To support in the effective/efficient deployment of teaching assistants.</li> <li>To work as a member of the EYFS team and to contribute positively to effective working relations.</li> </ul>

**Assessment:**

- To assess the progress of pupils and direct the work of teaching assistants within the classroom.
- To maintain appropriate records and to provide relevant accurate and up to date information to the Executive Headteacher.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning and respond to SENCo, EYFS lead and Executive Headteacher

**Quality Assurance**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation with teaching staff. To seek/implement modification and improvement where required
- To take part in reviewing methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school with all staff.

**Communications:**

- To communicate effectively with the parents of students as appropriate.
- To co-operate and communicate with other teaching and support staff.
- Where appropriate, to communicate and co-operate with outside agencies.
- To follow agreed policies for communications in the school.

**Management of Resources:**

- To support the process of the ordering and allocation of equipment and materials with relevant staff.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of all.

**Teaching:**

- To teach students according to their educational needs.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required by SENCO and Executive Headteacher.
- To contribute to written assessments, reports relating to individual pupils.
- To ensure a high quality learning experience for pupils.
- To prepare materials for the day.
- To maintain discipline in accordance with the schools procedures.
- To follow our marking and feedback policy for EYFS.

**Additional Duties:**

- To play a full part in the life the school's community, to support its vision and ethos and to be a good role model for all pupils

**Other Specific Duties:**

- To continue professional development as agreed.
- To engage actively in the performance review process



Person specification	
Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Hold a full and relevant Early Years Level 3 qualification as defined on the DfE Early Years Qualification list.</li> <li>• Hold a Paediatric first aid certificate or be prepared to engage in immediate training</li> <li>• Hold a suitable Level 2 qualification in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Good literacy and Numeracy skills</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working in an Early Years capacity in a school or nursery with pupils of relevant age or in an appropriate learning environment.</li> </ul>	
<b>Skills/Knowledge</b>	
<ul style="list-style-type: none"> <li>• Understanding of relevant policies and procedures.</li> <li>• Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge and skills of ICT to support learning and administration is highly desirable.</li> </ul>

General information
<ul style="list-style-type: none"> <li>• The job descriptions detail the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes of the job</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>



# Joining Us

## LOCATION

The post will be located at Grove House Infant and Nursery School. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

## PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

## REMUNERATION

The current salary for the post is within the range:

Salary: Dependant on Experience

- Grade F Point 12-17 (£12,503 to £13,614 actual per annum) or
- Grade G Point 18-22 (£13,851 to £14,842 actual per annum)

This post is Scale F, Point 12-17 or Scale G, Point 18-22 dependant on experience. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

## HOURS OF WORK

The normal working week is one of 20 hours per week, Term Time + 1 week. This is a permanent position.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

## BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

# Terms and Conditions

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **EQUAL OPPORTUNITIES**

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

## **DISCLOSURE AND BARRING SERVICE CHECK**

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

Immigration, Asylum and Nationality Act Information – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

## How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

## Interview process

**Applications will be considered upon receipt.**

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview

If you would like an informal discussion, please contact Mark Cuenca-Farrow, Acting Executive Headteacher on Tel: 01362 694379 or by emailing [office@ghn.unity-ed.uk](mailto:office@ghn.unity-ed.uk)



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