

THORPE HALL SCHOOL

Vacancy: Early Years Practitioner

Application deadline:	2 nd September 2021
Interview Date	As soon after the closing date as possible
Start date	As soon as possible after the interview date
Hours of Work	Mondays to Fridays: 08:00 – 15:00. Term-time + Staff training days
Salary range	N2 – N10 - £11,329 - £17,571 FTE (Actual salary £10,573 - £16,399)

We are looking to appoint a hard-working, flexible and enthusiastic Early Years practitioner to join the team in our highly successful and innovative Nursery. The successful candidate should be able to show that they have an authentic affinity with young children, a passion for Early Years education, a good sense of humour, the ability to get on with people of all ages and are genuinely comfortable working in a team. Ideally the candidate will hold at least a Level 2 childcare qualification although candidates who are willing to complete this in the future will be considered. This is an exciting opportunity to join our friendly and supportive Early Years team. For more information about our School please see the School's website <https://www.thorpehall.southend.sch.uk/>

To apply for the position, please send a covering letter addressed to the Headteacher, together with a completed application form ([download here](#)) and CV and send to hhargreaves@thorpehallschool.co.uk

We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, enhanced DBS and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2009.

Purpose:

- 1 To promote the social, academic, moral, physical and emotional development of each child in the safe, caring and stimulating environment of the school.
- 2 To promote a safe, stimulating and caring Early Years learning environment and to work with the team to provide high quality care and to promote and maintain high standards of good professional practice.

Main Tasks, Duties and Responsibilities

- Operate a programme of activities suitable to the age range of children in conjunction with other staff;
- Support all staff and engage in a good staff team;
- Liaise with parents/carers, face-to-face and using online platforms;
- To be involved in out of working hours activities, e.g. training,
- To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.;
- Work alongside the EYFS Leader, Nursery Room Leaders and team to ensure that the philosophy behind the Early Years Setting is fulfilled;

- Look upon the Setting as a “whole”, where can your help be most utilised, be constantly aware of the needs of children;
- To respect the confidentiality of information received;
- The preparation and completion of activities to suit the child's stage of development;
- To ensure that Nursery mealtimes are a time of pleasant social sharing;
- Washing and changing children as required;
- To ensure the setting is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- To be aware of the high profile of the setting and to uphold its standards at all times.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and at the reasonable direction of the EYFS Leader, Nursery Room Leaders and the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Agreed by Date:
Agreed by Jobholder Date:

Applications

Applications should include:

1. Completed Thorpe Hall School Teaching Staff Application Form – available from the school website <http://www.thorpehall.southend.sch.uk/about/job-vacancies/>
2. An accompanying letter explaining your suitability for this post
3. A current CV with 2 referees.

Closing date for applications: 2nd September 2021

Interview Date: As soon as possible after the closing date

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Early Years Practitioner – Person Specification

Pay Scale/Grade:	N1 – N10 (£11,329 - £17,571 FTE (Actual salary £10,573 - £16,399)
Reports to:	Headteacher, Nursery Room Leaders & EYFS Leader
Responsible for:	Supporting teaching and learning in the Early Years setting

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Qualifications:	<ul style="list-style-type: none"> • Ideally completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children & Young People’s Workforce, NVQ Level 2 in Children’s Care, Learning and Development or willingness to work towards one. • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • Good numeracy and literacy skills
Skills, aptitude, knowledge and experience:	<ul style="list-style-type: none"> • Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity desirable • Knowledge of the Read, Write, Inc. phonics programme • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities
Thorpe Hall School Ethos	<ul style="list-style-type: none"> • Capacity to work well with pupils across all age groups • Fully supportive of the aims & ethos of the School and Nursery including the Inclusion & Equal Opportunities Policy • Ability to ensure that the atmosphere is welcoming • Ability to support the vision for a high quality learning environment which promotes spiritual, moral, social and cultural development • Commitment to valuing the individuality of all of our children by giving them every opportunity to achieve the highest of standards.
Personal Attributes	<ul style="list-style-type: none"> • Energy and enthusiasm • Reliability and integrity • Sense of humour • A commitment to the ethos of the School and Nursery • Commitment to your continuing professional development • Vision and creativity • Adaptability to changing circumstances & ideas.
Safeguarding	<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety