

# North Worcester Primary Academy



Application Pack

**Pre-School Practitioner**



## *Pre-School Practitioner Job advert*



### **Pre-School Practitioner**

**TA1 Pt 2 - 4, hourly rate of £11.59 - £11.98**

**Hours between 7.30am – 6pm Monday to Friday**

**Contract type: zero hours contract**

North Worcester Primary Academy is a free school run by the highly regarded Rivers C of E Academy Trust, specialists in early years and primary provision. North Worcester Primary has a very popular pre-school for 3 and 4 year olds, which is open all year round. Our pre-school's growth in popularity means that we are now looking for practitioners who have a passion for working with children.

Since opening in 2019, our enthusiastic staff have worked hard to create a safe and inclusive school where children feel happy and are excited to learn. We are Ofsted rated 'good' in all areas (February 2024). We are proud that our staff enjoy working at North Worcester and that this was acknowledged by Ofsted: "Staff are overwhelmingly positive about working at North Worcester Primary and pre school. They feel supported and valued." Our pre-school has a vibrant learning space including playground and a forest school.

Our school has a friendly atmosphere, which is reflected in happy children who thrive in a safe and positive learning environment.

#### **You will have:**

- Previous experience of working with children
- Good understanding of safe and creative play
- Ability to work as part of a team
- Ability to communicate well
- Flexible and creative
- Positive and hard working

#### **Your responsibilities will include:**

- Assisting in the implementation of the daily activities of pre school.
- Supervising the children to ensure their wellbeing at all times.
- Working with staff to maintain pre school to an agreed standard of cleanliness and hygiene.

**North Worcester Primary Academy can offer:**

- a thriving, happy place to work,
- vibrant and stimulating indoor and outdoor learning environments,
- happy and friendly children with excellent behaviour,
- supportive and committed parents.

**For further information or to apply for the role please contact the school office;  
[northworcesterprimary@riverscofe.co.uk](mailto:northworcesterprimary@riverscofe.co.uk) or 01905 953850.**

**Closing date:** 17<sup>th</sup> May 2024, 12 noon.

**Interview Date:** w/c 20<sup>th</sup> May 2024

**Start Date:** ASAP

Please note if you have not been contacted by the school by 31<sup>st</sup> May 2024 then you have not been successfully shortlisted on this occasion.

***The school and Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful application will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.***

## Pre-School Practitioner Job Description



### Pre-School practitioner - Job Description

**Line of Responsibility:** Responsible to the Pre-School Lead and Head Teacher

**Our People Values:**

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

**Key Purpose:**

- Delivering challenging, engaging and enjoyable activities.
- Forming relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore.
- Working as part of a team to deliver a high standard of care and education.
- To ensure that the pre-school is a safe environment for children, staff and others.
- Good understanding of safeguarding issues.
- Developing partnerships with parents/carers to increase involvement in their child's development.
- To be responsible for any tasks delegated by the school leadership team.

**Main Activities:**

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the Pre-school meets Ofsted requirements at all times.
- To undertake designated officer roles as directed.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to Pre-school policies and procedures, including how to deal with

child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies

- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior leaders to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

### **Generic Responsibilities**

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
  - Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
  - To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
  - It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
  - To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times
  - To report to line manager, or other appropriate person, in the event of awareness of bad practice
  - Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

## Pre School Playworker Person Specification



Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration.</li> <li>• Ability to work independently using own initiative.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults including other professionals/carers/parents</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors.</li> <li>• Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</li> <li>• Fluent English speaker</li> <li>• Effectively communicate with adults and children</li> <li>• Good written, verbal and nonverbal communication</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of working with children in an early learning environment, either on placement or in paid employment</li> <li>• Experience of working in Pre-school in a school environment</li> <li>• Experience of working as part of a team</li> <li>• Ability to reflect on learning and care needs and use this knowledge to impact on children’s outcomes e.g. in planning, procurement of resources, Individual Education Plans (IEPs), communication with parents</li> <li>• Experience of working with other agencies and professionals</li> <li>• Knowledge and understanding of the type of external support that is available to support children’s development and how to access these services.</li> <li>• Ability to interact with children and support their involvement in physical activities and outdoor play</li> <li>• Consistent approach with children and parents</li> <li>• Experience of having kept written records of children’s achievements including observations</li> <li>• Ability to promote and market the service to the wider community</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Proactive and positive team player, able to work constructively as part of a team to understand Pre-school roles</li> </ul>	<ul style="list-style-type: none"> <li>• Reflective approach and commitment to personal development</li> <li>• Able to provide consistently high levels of quality care and education</li> </ul>

<p>and responsibilities and own position within these.</p> <ul style="list-style-type: none"> <li>• Enthusiasm for learning and working with children</li> <li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable</li> <li>• Able to maintain confidentiality at all times</li> </ul>	<p>opportunities to all children, in pressured and sometimes challenging environments</p>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Willingness to participate in other development and training opportunities</li> <li>• <b>Relevant Level 2 qualification and willingness to complete Level 3 qualification if required</b> (as defined by the Department for Education on the Early Years Qualifications List published on GOV.UK, which also includes information on equivalent overseas qualifications).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Relevant Level 3 qualification e.g. Level 3 Certificate for the Children &amp; Young People’s Workforce, NVQ Level 3 in Children’s Care</b> (as defined by the Department for Education on the Early Years Qualifications List published on GOV.UK, which also includes information on equivalent overseas qualifications).</li> <li>• Completion of Safeguarding Awareness course (Group 2)</li> <li>• Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, etc.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Requirement to participate in training/development as and when identified by line manager as essential for performance of the post.</li> <li>• Understanding of principles of child development and learning processes and in particular barriers to learning</li> <li>• Health &amp; Safety certificate</li> <li>• Paediatric First Aid qualification</li> </ul>



## About Our School



It is a pleasure to welcome you to North Worcester Primary Academy.

We are an impressive free school run by the highly regarded Rivers C of E Academy Trust, a multi-academy trust, specialists in early years and primary provision.

Situated within walking and cycling distance of Perdiswell, Northwick, Claines and Fernhill Heath, we have no catchment area and intake children from as far as Droitwich and Warndon Villages.

We are currently in a 'growth phase' so we are able to offer places in our current pre-school, Reception, Year 1, Year 2, Year 3 and Year 4 cohorts. We are a two-form entry school so have two classes per year.

Since opening in 2019, we have developed an excellent learning environment. Our enthusiastic staff work hard to create a safe and inclusive school where children feel happy and are excited to learn.

We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; state-of-the-art IT facilities, including a green screen, robotics and full-class sets of iPads and specialist rooms for practical activities such as music, IT, dance and cookery.

We understand that our parents want more than just academic achievement. We offer an exciting and varied curriculum designed to challenge all abilities and give our pupils the right tools to prepare them for the next stage of their life.

North Worcester Primary Academy operates as a 'faith ethos' community school, welcoming families from all faiths and no faith, drawing from the distinct STARS values and vision of the Rivers C of E Academy Trust, 'Love – Learn – Live'.

We are proud to be part of the Rivers C of E Academy Trust, a family of 14 thriving schools and pre-schools within Worcestershire and Sandwell, which all benefit from a wealth of teaching and learning expertise associated with a well established multi-academy trust.

Our doors are always open and we are happy to show visitors around our beautiful new building and school grounds.

### Virtual Tour

Please click on the link below to view our virtual tour.



[North Worcester Primary Academy - Welcome](#)

### **The Rivers Multi Academy Trust**

When you join North Worcester Primary Academy you become part of The Rivers CofE Academy Trust family, a group of 15 schools and over 800 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

## Contact Details

North Worcester Primary Academy  
John Comyn Drive  
Worcester  
WR3 7NS

Tel: 01905 953850

[www.northworcesterprimary.co.uk](http://www.northworcesterprimary.co.uk)

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