

Nursery Education Officer

Information Pack

Closing Date: Monday 30th September
Start Date: Immediate



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Welcome Letter

Dear Applicant,

Thank you for replying to our advertisement for the position of a Nursery Education Officer at our schools. Orchard, Southwold and Hoxton Garden work have been working in a very successful partnership since 2014. We have a joint Governing Body and strong links to our Local Authority. Each school has its own leadership team who work together with the common aim of giving children the very best. We have very high standards for what can be achieved with the benefits of a shared expertise. Although many of our pupils come from disadvantaged backgrounds or speaking a language other than English, we do not use this as an excuse for under achievement and have the same ambition for all pupils regardless of circumstances. Disadvantaged pupils at our school achieve significantly better than those nationally because of this belief, ambition and hard work.

Each school has a successful Early Years setting comprising Reception and Nursery classes. We work hard to build a relationship of trust with our community and to ensure that children get the best opportunities from the start of their journey with us. We believe that a good start in the Early Years is essential and work hard to provide a stimulating, varied and language rich environment with a close attention the needs of individuals.

We are looking for someone to share our ambition and join our professional staff team. If you are hard working with a passion for working with children and making a difference then we would be delighted to receive your application.

Ms Rachel Davie
Executive Headteacher



What we can offer:

- A genuine opportunity to make a difference.
- Opportunities to work with other Nursery Education Officers across our partner school sites.
- High quality support and CPD to ensure that you are successful.
- An exciting, well organised and vibrant environment in which to work.
- A fantastic community of parents and children who deserve the best.

Who we are looking for:

In particular we are looking for someone who:

- Has high expectations of what can be achieved.
- Is passionate about how children learn best and never gives up on them.
- Is flexible with a good sense of humour and an understanding of the 'bigger picture'
- Hard working, creative and has a good sense of fun.
- Tough enough to cope with the daily challenges that working in fast paced inner city schools can bring.
- Is an excellent communicator who is able to earn the trust and respect of others
- Is able to work to their own initiative as well as part of a team.
- Puts children and their right to an excellent education first.



How to Apply



Job description & person specification

Read the job description and person specification carefully

01



Application Form

Complete the application form either electronically or print it off and hand write it

02



Supporting statement

Ensure your supporting statement relates to the competencies outlined in the person specification

03



Teaching History

Please make sure that your application form indicates the name & address of the school where you have most recently taught and the age group that you are currently working with (if applicable)

04



Send Application Form

Send your completed application via email or post to:

- **Email**
communications@vs.hackney.sch.uk
- **Post**
Communications
Recruitment
c/o Orchard Primary School
Holcroft Road
London
E9 7BB

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Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be required to completed an enhanced DBS disclosure.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange to visit our schools please **contact Ms Amy Nguyen: Telephone - 020 8985 7785 or Email - communications@vs.hackney.sch.uk**

We look forward to receiving your application!

Job Description

Grade: SC6 point 18 to 20 (starting point 18)
Salary Range: £34,770.00 to £35,862.00
Actual Salary Range: £29,337.00 to £30,260.00
Hours of work: 35 hours per week (term time only)

Job Summary

- Under the direction of the teacher, to complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Planning, preparing and delivering learning activities for individuals, groups, or whole class.
- Monitoring, assessing pupils and recording and reporting their progress. Additionally, under guidance of a senior member of staff, taking responsibility for key worker role development, or whole-school policy development in a specific area.

Main Duties

Support for Pupils:

- Participate in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEP's).
- Prepare the learning environment, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.
- Take responsibility for a small group of children for varying types of activity, under the direction of the teacher.
- Support children who are identified as having Special Educational Needs (SEN), or English as an Additional Language (EAL), by organising the implementation of IEPs set by other professionals.
- Accompany children on outside activities (eg. swimming, educational visits, etc.).
- Encourage children's development, independence, self-reliance, initiative and problem-solving skills.
- Observe children's activities and contribute to their written records.
- Work in a non-discriminatory way, being aware of differences and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential.
- Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.
- Be supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.

Job Description continued

Key Work:

- Oversee the introduction and settling in process for children and families into the school/centre, including initial home visit with parent, giving initial information on school/centre policies.
- Take responsibility in planning, tracking and evaluating. Set individual targets and monitoring progress.
- Carry out a full record keeping programme for each child according to school/centre policy.
- Be the first contact for key parents.
- Set targets and review IEPs, in collaboration with the Special Educational Needs Co-ordinator (SENCO).
- Initiate and implement IEPs through regular liaison with Teaching Assistants, according to school policy.
- Liaise with outside agencies e.g. Speech Therapists.
- Registration of the children.
- Liaise with other professionals involved in the child's welfare (speech therapist, health visitor, support teacher etc.).
- Support and including children with SEN and to attend case conferences and reviews with teacher as appropriate.

Setting Improvement:

- Timetable and plan interventions across areas of learning.
- Liaise with class teachers to ensure planned provision which ensures EAL and disadvantaged children make good progress. Report back to Head Teacher on an ongoing basis to with reference to health and safety issues.
- Liaise with class teachers to ensure planned provision which ensures EAL and disadvantaged children make good progress.
- Develop a close partnership with all families.

Job Description continued

Safeguarding:

- Maintain high standards of hygiene.
- Attend to the needs of sick or injured children. Applying First Aid as necessary, recording accidents and attending to children who are unwell until they are collected.

Personal care:

- Dress and undress children whenever necessary throughout the day including during arrivals, departures, playtimes and Physical Education (P.E.) classes.
- Feed children unable to feed themselves at lunchtime and supervise drinks at breaks, liaising with the other professionals (e.g. Speech Therapist), where necessary.
- Move and handle children, where necessary, following Health and Safety guidelines.
- Assist individual children with their mobility and independence training, including the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist and Physiotherapist etc.
- Toilet children, with assistance from colleagues where it has been assessed that more than one member of staff is required. Occasionally, changing incontinent children who have soiled, with help from colleagues.

Mentoring/Advising:

- Assist the person responsible for work experience students, acting as mentor and adviser. Working with the class teacher and Headteacher in the supervision and assessment of students working for NVQ level 3 or childcare qualifications.
- Induct, train and mentor less experienced staff.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General Requirements

- Take part in the school's performance management system. Attend governing body meetings on a regular basis.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification

Qualifications	Essential	Desirable
NNEB Level 3 qualification or equivalent.	✓	
GCSE Grade 'C' or above in literacy and numeracy or equivalent	✓	
Experience	Essential	Desirable
Working with or caring for children at Foundation Stage, including those who may have special needs.	✓	
Significant experience in a child care role, ideally in a variety of early year's setting.	✓	
Knowledge	Essential	Desirable
A sound understanding of early childhood development and learning.	✓	
First aid training/training as appropriate	✓	
Training in the relevant learning strategies.	✓	
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	✓	
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	✓	
Good working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓	
Knowledge of specialist techniques such as: Makaton signing, Picture Exchange, and Restraint.	✓	
An understanding of Child Protection / Safeguarding issues and procedures.	✓	

Person Specification

Skills	Essential	Desirable
Good numeracy/literacy skills	✓	
Effective use of ICT to support learning	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Ability/experience of undertaking individual assignments above routine Early Years Educator work.	✓	
Display commitment to protection and safeguarding of children and young people	✓	

Contact Details

Email:



communications@vs.hackney.sch.uk

Post:

Communications Manager

Recruitment



c/o Orchard Primary School, Holcroft Road
London, E9 7BB



Southwold
Primary School

Southwold Primary School

Detmold Road

London

E5 9NL



Orchard
Primary School

Orchard Primary School

Holcroft Road

London

E9 7BB



Hoxton Garden
Primary School

Hoxton Garden Primary School

Ivy Street

London

NI 5JD



southwold.hackney.sch.uk



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