



Information Pack

Nursery Assistant—Primary Phase

Deadline: 8th December

Dear Applicant,

Thank you for your interest in a role at Reach Academy Feltham. I hope you find this Information pack a useful introduction to our [outstanding](#) school.

Reach Academy Feltham (RAF) is a small new all-through school (Nursery to Year 13) in the London Borough of Hounslow, a short train ride from Clapham Junction (20 mins) and London Waterloo (30 mins).

We believe all young people are capable of greatness and our mission is for our pupils to leave RAF with the ability to lead lives of choice and opportunity.

The school was founded in 2011 by a group of teachers with this mission and opened in September 2012 with two Reception classes and our first cohort of Year 7 pupils. In September 2014 we moved to a brand new purpose-built building and welcomed our first nursery students. In February 2016 we added a school farm. Will be at full capacity in 2018 with approximately 800 pupils—until this time we have a lot to more to learn and do in our pursuit of excellence.

Central to Reach Academy's values is establishing an academy of outstanding staff who are committed, skilled and passionate about their work and have an absolute belief that all children can and will achieve.

As a member of the RAF team you will be supported, coached and valued in a fun, stimulating and transformative environment. Our pupils are energetic, respectful and curious about the world and their progress is well ahead of national expectations. They behave well because they are taught well. All relationships within the school community (staff, parents and pupils) are nurtured and strong.

The deadline for applications is 5pm on Friday 8th December 2017.

For further information about the academy, please visit our [website](#). If you have any queries or would like to informally discuss the role please contact Catherine Tobin on 0208 893 1099 or recruitment@reachacademy.org.uk.

Work at Reach Academy

- Serve a high-need community.
- Various benefits: pension, season ticket loans, cycle to work, childcare vouchers, lunch and weekly well-being activities.
- Continuous training opportunities.
- Promotion opportunities.
- Excellent London transport links.
- Work hard alongside committed colleagues
- Be part of a supportive team
- Have a voice within the school.
- Work in a new purpose-built building with modern teaching and learning facilities.
- Small school—60 pupils in each year.

Excited? We are...

JOB DESCRIPTION

Nursery Assistant—Primary Phase

Reports to: Deputy Headteacher (Primary)

Start date: ASAP

Salary: Competitive

Hours: Full time (39 weeks per year)

Main Purpose of the Role

We are seeking energetic and enthusiastic individuals to join the school to provide support and assistance from lunch through to after school club.

The role will involve lunchtime supervision, work 1:1 with pupils, carry out various administrative duties and take an active role in running and coordinating the After School Club facility.

You will set high standards for pupil engagement, ever ready to muck in and be well organised.

It is also essential that you enjoy working with children and take part in their safeguarding.

Key Responsibilities

- ⇒ To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff;
- ⇒ Work alongside teachers to support learning in the Nursery, ensuring that the environment is set up to enable all pupils to access a range of activities;
- ⇒ To keep records of pupils' progress and share these with colleagues using the school practices;
- ⇒ To undertake specific childcare tasks, including washing and changing children as required, providing comfort where pupils are upset or unwell and that pupils are cared for;
- ⇒ Take responsibility for own professional development, identifying areas for development and proactively seeking opportunities to grow;
- ⇒ Follow all school policies, including all those related to safeguarding and pupil safety;
- ⇒ Communicate effectively with parents, particularly for named prioritised pupils, ensuring that they are informed of progress and how they can support at home; and
- ⇒ Organise equipment and materials for use inside the classroom;
- ⇒ Supervise pupils in the Primary phase in Breakfast Club and at lunch-time

Other

- ⇒ Undertake other various responsibilities as directed by the Academy Leadership Team.

PERSON SPECIFICATION

Qualifications

- ⇒ Qualified to GCSE or higher.
- ⇒ Qualified to work in the UK.

Key Skills and Experience

- ⇒ Prior experience of working with young people (desired but not essential).
- ⇒ Be proactive and have lots of energy.
- ⇒ Be conscientious, reliable and confidential.
- ⇒ Be flexible and 'can do' attitude.
- ⇒ Be approachable and have a fun personality.

We are looking for evidence of the following skills and attributes and / or clear, demonstrable capacity to develop them.

Alignment with Reach Academy's vision

- ⇒ Relentless drive to do whatever it takes to ensure all students succeed; and
- ⇒ The courage and conviction to make a difference.

Communication skills

- ⇒ The ability to listen and communicate effectively (written and orally);
- ⇒ Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals; and
- ⇒ The ability to influence and motivate others.

Innovation

- ⇒ A willingness to learn from mistakes;
- ⇒ Ability to give and receive honest feedback; and
- ⇒ Constant deep reflection which leads to personal growth.

Problem solving

- ⇒ Develop plans with innovative and effective solutions; and
- ⇒ Evaluate results and identify necessary actions independently and in groups.

Resilience

- ⇒ Sustain energy, optimism and motivation in the face of pressure and setbacks;
- ⇒ Support a team and be aware of others' resilience in different situations;
- ⇒ Be adaptable in the face of adversity.

Results and learning orientation

- ⇒ Awareness of own strengths and limits; and
- ⇒ Resourcefulness, flexibility and focus on delivering outcomes.

Teaching and Learning

- ⇒ Understanding of (or willingness to learn) the ways in which children acquire and retain knowledge and skills;
- ⇒ Flexibility around supporting specific teaching subjects.

Other

- ⇒ This post is subject to an enhanced Criminal Records Bureau disclosure.



Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur after 8th December with interviews taking place in the following 2 week period. **Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.