



Information Pack

Nursery Associate Teacher

Closing Date: 29th June



JOB DESCRIPTION

Associate Teacher, Nursery

Reports to: Head of Nursery

Start date: September 2018

Salary: £18,000—21,000

Contract type: Full-time

Closing date: 29th June 2018

The Role

The Nursery Associate teacher plays an important role in the development of our younger pupils. The successful candidate will work with pupils alongside the two teachers to ensure that Nursery pupils are developing in all areas of the Early Years Foundation Stage. They will lead learning for groups of pupils, planning and assessing and ensuring that they are making excellent progress.

The successful candidate will have experience of supporting Nursery-age pupils to make excellent progress. They may aspire to train to teach in the future.

Key responsibilities

- ⇒ Works in partnership with teachers to deliver high quality learning experiences to pupils within the environment, including planning specific activities and experiences for prioritised pupils ;
- ⇒ With support to plan and develop learning activities, leads small group teaching for groups of pupils throughout the day;
- ⇒ Plays a leading role in assessing pupils progress across lessons and learning activities;
- ⇒ Develop practical strategies/resources to aid access to activities and achievement of set targets (agreed by team and SENDCO);
- ⇒ Takes responsibility for planning specific learning activities for individuals and groups of pupils weekly;
- ⇒ Communicates effectively with parents, particularly for named prioritised pupils, ensuring that parents are informed and able to support their children's learning, and that the school is gathering assessment and other evidence from home;
- ⇒ Takes responsibility for own professional development, identifying areas for development and proactively seeking opportunities to grow;
- ⇒ Develop practical strategies/resources to support pupils with AEN to make excellent progress and leave Nursery 'school-ready'.
- ⇒ Follow all school policies, including all those related to safeguarding and pupil safety;

Other

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

PERSON SPECIFICATION

Qualifications

- ⇒ Qualified to degree level and above preferred; not essential

Experience

- ⇒ Experience of working with Nursery-age pupils preferred, with Primary pupils essential; and
- ⇒ Experience of working with pupils with Special Educational Needs preferred.

Skills and Attributes

- ⇒ Excellent communication, interpersonal and organisational skills
- ⇒ Excellent literacy and numeracy skills;
- ⇒ Ability to build strong relationships with pupils and adults;
- ⇒ Knowledge of a range of strategies to manage pupils' learning effectively;
- ⇒ Knowledge of child development and developmental milestones up to age of five;
- ⇒ To be able to keep accurate records;
- ⇒ To be reflective, able to take on board and incorporate feedback;
- ⇒ Ability to operate as a role model of the school's values for pupils;
- ⇒ To be able to design learning activities to develop areas of the EYFS framework; and
- ⇒ Desire to learn and grow in an entrepreneurial environment.



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 29th June 2018 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.