



DARLINGTON BOROUGH COUNCIL

**Federation of Darlington Nurseries
Borough Road Nursery School
Borough Road
Darlington
DL1 1SG**

Telephone: 01325 380785

Email: admingd@darlingtonnurseryschools.org.uk

Executive Head Teacher: Mrs H. Dummett

**EARLY YEARS PRACTITIONER - LEVEL 2
Fixed Term Contract till 23/07/2019**

Salary: Grade L SCP 22-25 (£8,943 - £9,812 pa)

Hours: Mon-Fri 11.45am – 3.15pm, 17.5 hours per week, 46.8 weeks per year

The Federation of Darlington Nursery Schools are looking to recruit suitably qualified and dedicated Teaching Assistant to work at Borough Road Nursery School within the 2's provision.

We offer a caring and stimulating environment where children learn and develop, whilst having fun by experiencing a wide variety of child centred activities that address their individual needs.

The successful candidate will be a team player, have a passion for supporting learning in young children and a commitment to high-quality child initiated learning. Candidates are required to have an NVQ 3 in Early Years Care & Education Childcare or equivalent.

The Federation of Darlington Nurseries rigorously follow all safeguarding procedures for recruitment; the offer of the post will be conditional upon a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service), supportive references and pre employment checks.

For an informal discussion about this post please contact the Executive Head Teacher, Mrs H. Dummett on (01325) 380785.

Further details and an application form are available from the School Office. **Application forms must be returned direct to the school at the above address.**

Closing Date 7th December 2018

Interviews 10th December 2018

DARLINGTON BOROUGH COUNCIL
BOROUGH ROAD NURSERY SCHOOL

JOB DESCRIPTION

<u>POST TITLE :</u>	Early Years Practitioner – Level 2
<u>GRADE :</u>	Grade L SCP 22 - 25
<u>REPORTING RELATIONSHIP</u>	The EYP will be a member of a multi-disciplined team, under the leadership and supervision of the Head of School
<u>JOB PURPOSE :</u>	Under the direction of the Executive Head Teacher, Head of School or a designated teacher assist with the care and welfare of children within the school. Duties will include assisting the teacher in the delivery of the curriculum and work may be carried out in the classroom or outside the main teaching area

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher and under the agreed educational plan, the post holder will work to a level reflected by the grade of the post :-

Support the Pupil by

1. Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
2. Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned and interact with them according to their individual needs.
4. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs.
5. Setting challenging and demanding expectations and promote self-esteem and independence of pupils.
6. Assisting with the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
7. Promoting the inclusion and acceptance of all pupils.
8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
9. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

10. Undertaking programmes linked to learning strategies e.g. literacy and numeracy and recording achievement and progress and feeding back to the teacher.
11. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
12. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support the teacher by

1. Monitoring the needs of individual children and reporting their progress as a key worker
2. Assisting teaching staff in the planning and delivery of activities for individuals and groups of children.
3. Supporting teaching staff in the liaison with outside agencies.
4. Assisting the teaching staff in the smooth transition between educational phases.
5. Creating and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
6. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and contribute to raising achievement.
7. Assisting with the planning of learning activities / lessons.
8. Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
9. Providing detailed and regular feedback to the teacher on pupils' achievement, progress, problems etc.
10. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
11. Establishing constructive relationships with parents/carers.

Support the Nursery by

1. Being aware of the schools policies and procedures.
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Attending relevant meetings as required.
4. Participating in training and other learning activities and performance development as required.
5. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
6. Assisting with after school clubs and lunchtimes if requested.

7. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.
8. This post has a high level of contact with, and responsibility for, children.
9. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
10. Carrying out your duties with full regard to the Council's / School's Equality Policy and Race Equality Scheme.
11. Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **DBS CHECK** BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: October 2018

DARLINGTON BOROUGH COUNCIL

BOROUGH ROAD NURSERY SCHOOL

PERSON SPECIFICATION – EARLY YEARS PRACTITIONER - LEVEL 2

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	One of the following: Level 3 <ul style="list-style-type: none"> ▪ Childcare & Education (CACHE) ▪ Early Years & Education (Welsh Medium) (CACHE) ▪ BTEC National Diploma in Early Years ▪ NVQ Level 3 in Early Years Care & Education ▪ NNEB plus CPD Evidence ▪ or Equivalent Child Care related Qualification 	AF/C	D1	Higher Level Teaching Assistant Status (HLTA)	AF/C
	E2	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	AF/C			
Experience & Knowledge	E3	Recent work experience of working with children of relevant age in a teaching and learning environment	AF/I/R	D2	Experienced / Trained First Aider	AF/C
	E4	Understanding of classroom roles and responsibilities and Early Year's Practitioner's role	AF/I/R			
	E5	Knowledge of Child Protection procedures	AF/I/R			
	E6	Experience of working with wide range of children including those with specific educational needs	AF/I/R			



	E7	Understanding of principals of child development and learning processes	AF/I/R			
	E8	Experience of lesson/ activity planning	AF/I/R			
Skills	E9	Ability to communicate both orally and in writing with a range of different audiences	AF/I/R			
	E10	Ability to self evaluate learning needs and seek learning opportunities	I/R			
	E11	Ability to work in a team and independently	I/R			
Personal Attributes	E12	Ability to promote fairness and a positive role model to pupils	I/R			
Special Requirements	E13	Motivation to work with children	I			
	E14	Ability to form and maintain appropriate relationships and personal boundaries with children	I/D			
	E15	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I/R			
	E16	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
I	Interview
R	References
D	DBS Check

Issues arising from references will be taken up at interview all appointments are subject to satisfactory references