...where an abundance of opportunities await

Ponteland Community Primary School
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Headteacher Mr CA Corrin-Johnson BA PGCE SLE NPQSL NPQH

Ponteland Community Primary School
Part of Ponteland Academy Trust
Early Years Practitioner Level 3+

Dear Applicant,

Thank you for your interest in joining our Early Years team at Ponteland Community Primary School.

We are seeking a caring, enthusiastic and adaptable Level 3 qualified Early Years Practitioner to join our dedicated team as soon as possible, working with children aged nine months to five years.

As Headteacher, I am proud of our welcoming school community and the commitment our staff show to helping every child belong, learn and shine. We are looking for someone who shares this commitment and can build positive relationships with children, colleagues and families.

The position

- **Contract:** Fixed term for one year in the first instance.
- **Hours:** 20 contracted hours per week, with additional hours likely to be available, potentially up to 40 hours per week.
- **Working pattern:** Hours arranged on a rota within our opening hours of 7:30am to 6:00pm.
- **Year-round provision:** Our nursery operates for 50 weeks of the year, closing for two weeks at Christmas. This is a year-round position with statutory paid annual leave.
- **Salary:** Band 3, £26,427 per annum, full-time equivalent, pro rata for part-time hours only.
- **Pension:** Access to the Local Government Pension Scheme.
- **Start date:** As soon as possible, subject to satisfactory pre-employment checks.
- **Closing date:** Friday 20th November
- **Interviews:** WB 23rd November

About our school

Our school offers a warm, inclusive and stimulating environment where children are encouraged to explore, play and flourish. We benefit from welcoming indoor learning spaces, a large garden, extensive school grounds and an on-site forest school.
Our commitment to providing “Opportunities in abundance” extends to our youngest children. We want every child to feel safe, valued and supported as they develop confidence, curiosity and independence.

About the role

Working closely with our Early Years colleagues, you will:

- Support the safeguarding, welfare, care, learning and development of children aged nine months to five years.
- Plan and deliver engaging, high-quality, play-based experiences in line with the Early Years Foundation Stage framework.
- Observe children's learning and progress, using this knowledge to respond to their interests and individual needs.
- Create a safe, nurturing and inclusive environment where every child is known and valued.
- Support children's daily care routines sensitively, promoting their wellbeing and growing independence.
- Build strong, trusting relationships with parents and carers.
- Work collaboratively with colleagues and take part in professional development to strengthen practice and improve outcomes for children.

What we are looking for

We welcome applications from candidates who have:

- A full and relevant Level 3 Early Years qualification or above that meets Department for Education requirements.
- GCSEs at grade 4/C or above, or equivalent, in English and maths.
- Experience of working with young children in a nursery, childcare or Early Years setting, including children aged nine months and above.
- A strong understanding of the EYFS and child development from birth to five.
- A caring, patient and proactive approach to meeting individual needs.
- Excellent communication skills and a willingness to work as part of a team.
- A firm commitment to safeguarding, inclusion and working in partnership with families.

Above all, we value warmth, initiative and a willingness to learn.

What we offer

- A welcoming and well-resourced nursery within a thriving primary school.
- A supportive, friendly team that values staff wellbeing and creativity.
- Ongoing training and professional development opportunities.
- Access to our extensive outdoor learning spaces and forest school.
- Membership of the Local Government Pension Scheme.
- Free on-site parking.
- A free school meal for staff.

Visit us

Visits to our Early Years provision are warmly encouraged. This is an opportunity to meet our team, see the setting in action and discuss the role before applying. Please contact the school office to arrange a convenient time; we would be delighted to welcome you.

How to apply
Please complete the school's official application form, available through our website or by contacting the school office:
Email: admin@ponteland.academy
Telephone: 01661 824853
Website: www.ponteland.academy
Applications must be submitted using the school's application form. CVs will not be accepted.

Safeguarding and safer recruitment
Ponteland Community Primary School and Ponteland Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.
Appointment will be subject to an enhanced DBS check, two satisfactory references, including one from your current or most recent employer, and other relevant pre-employment checks. Online checks may be carried out on shortlisted candidates as part of our safer recruitment process.
This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the applicable filtering rules.

Equal opportunities
We are an equal opportunities employer and welcome applications from people of all backgrounds. We are committed to fair treatment regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Reasonable adjustments are available throughout the recruitment process.
Thank you for considering joining our team. I look forward to receiving your application.
Yours sincerely,

Mr Carl Corrin-Johnson
Headteacher and CEO
Ponteland Community Primary School
Ponteland Academy Trust