



Recruitment Information

Nursery Assistant

April/May 2024





Excellence in the heart of Leeds...

'You have not lost sight of the absolute necessity to put pupils at the heart of all you do'

'Middle leaders are ambitious, well trained and effective'

'Staff morale is high'

'You have put in place a stimulating and interesting curriculum'

'The strong relationships you and your staff have with parents are a real strength of the school'

'Pupils enjoy coming to school and they are rarely absent'

'Pupils get on well together. The atmosphere in lessons and around the school is marked by politeness, kindness and mutual understanding.'

Mark Evans, HMI Ofsted

'An overriding strength of this school is the drive to ensure that all pupils are given the best possible opportunities academically, socially and emotionally. The school is led by an inspiring Head Teacher and Senior Leadership Team. Together they have developed a strong staff team who show passion, dedication and a genuine care and respect for their pupils. The new building is outstanding. It is spacious and welcoming, there are numerous areas for interventions and support, classrooms are bright and designed so that learning and behaviour are visible at all times. The learning environment is engaging and promotes health and wellbeing. This has helped the pupils to develop a sense of pride in their school'.

Sheryll Carter – Healthy Schools Assessor

'I am writing to personally congratulate you and the whole school community on the outcome of your recent Ofsted inspection. To retain your 'Good' judgement despite the incredibly busy and challenging year is a really fantastic achievement. The needs of the children are clearly at the very heart of everything that happens at Shakespeare Primary and I have no doubt that the next stop for you is 'Outstanding'

Director of Children's Services, Leeds City Council



Salary grade B1, scale point range 4-6, starting on scale point 4, £23,114 per annum, actual salary £18,324 per annum. 35 hours per week, term time only. Permanent contract. Required to start as soon as possible.

The Head Teacher and Governors are seeking to employ a **Nursery Assistant** to join our team.

Shakespeare Primary School and Nursery is an expanding and thriving school in which support staff play a critical role in securing excellent outcomes for children.

Who are we looking for?

The successful candidate will be enthusiastic, passionate and an experienced practitioner who must;

- have experience of working with 2-4 year old children
- be able to support the care and learning of our Nursery children
- have a positive outlook and attitude
- have a commitment to working as part of a team
- be able to develop positive relationships with parents
- be able to demonstrate a commitment to safeguarding and promoting the welfare of pupils and their families
- be able to contribute to the planning of the environment and activities

In return we can offer;

- a well-established team of highly skilled practitioners
- a thriving and successful school with the well-being of staff and pupils at the forefront of all decision-making processes
- welcoming and supportive colleagues
- a brand new building with fantastic facilities, complete with extensive free parking and strong commuter links
- children who have a thirst for learning and a desire to do well, which is reflected in the support we see from parents
- pension, sick pay, discount on travel, access to a cycle to work scheme and discount scheme for home and electrical items

Shakespeare Primary School is a place where children, staff and families thrive.

Established in the heart of the city we have the privilege of serving a culturally rich, diverse community that reflects the dynamic nature of modern Leeds. We pride ourselves on delivering high standards of learning and supporting the aspirations of our whole community.

Both the 'high staff team morale' (Ofsted 2019) and our oversubscribed pupil waiting lists reflect the care, passion and drive our school runs on. As a larger school we have the flexibility of opportunity that enables staff to flourish and advance onto the further stages of their career.

Shakespeare is a thriving school that needs people with energy, vision, commitment and good humour to ensure it continues to be so. If you have these qualities, Shakespeare could be just the place for you. Please see the attached letter from the Head Teacher for further details of the role.

The closing date for applications is Friday 3 May 2024 at 9am.

Shortlisted candidates will be invited to interview during weeks commencing 6 May 2024.

Details on how to apply are enclosed later in this document.

Job description for

Nursery Assistant

Job Title: Nursery Assistant
Grade: B1, scale point range 4-6
Accountable to: Class Teacher/ Head Teacher

Purpose of the Job

To provide a stimulating and effective Early Years Foundation Stage curriculum which will enhance children's emotional, social, physical and intellectual development. To support the Room Leader in developing excellent care and education for the children in Nursery.

Main Duties:

- To provide high quality care and education for all children and support for families.
- To support the provision of a broad and balanced Early Years Foundation Stage curriculum that will meet the requirements of the relevant national and local standards.
- To support the delivery of Individual Educational Programmes (IEP) and the Early Support Programme for children with Special Educational Needs (SEN).
- To observe and monitor children's development and contribute to written reports of their progress.
- To maintain client confidentiality.
- To liaise with and provide professional advice to, parents, social workers and health visitors involved with a child and their family.
- To liaise with local primary schools and prepare appropriate reports that will support the child's transition into school.
- To report any injury or accident, ensuring that health and safety of the individual is maintained.
- To report any suspicious or suspected non-accidental injury to follow and comply with Departmental Child Protection Procedures, in line with Local Safeguarding Children Board Procedures (West Yorkshire Consortium Procedures Manual).
- To provide interesting and appropriate educational visits for children and families, observing Health and Safety policies and making risk assessments as required.
- To support parents and families where necessary in the successful admission and transition of their children.
- To actively promote and support Leeds City Council and Departmental Policies on Equal Opportunities, and to ensure the nursery functions in an anti-oppressive manner.
- To take responsibility for a group of children during any building evacuation.
- To undertake other duties commensurate to the post or grade as required by the Department.
- To undertake the accountabilities of the post in accordance with Council policies including the Equal Opportunities and Health and Safety policies.



Person Specification

Skills	Essential	Desirable	Method of assessment
Able to communicate with a wide range of people individually, in groups and at all appropriate levels	*		Application form & interview
Able to motivate children and sustain their interest in play activities	*		Application form & interview
Able to contribute to effective team work	*		Application form & interview
Able to support the production of effective plans which support children's learning and development in the Early Years Foundation Stage (EYFS)	*		Application form & interview
Able to prepare written reports to support children's development and wellbeing as they progress through the EYFS	*		Application form & interview
Able to offer positive support to children's development and the promotion of their wellbeing as they progress through the EYFS	*		Application form & interview
Able to work in a responsive partnership with parents and carers	*		Application form & interview
Able to support children and families in a culturally sensitive, positive and non-judgmental way	*		Application form & interview
Able to support the development of children with special educational needs in an inclusive setting	*		Application form & interview
Able to complete risk assessments for activities conducted indoors and out-doors		*	Application form & interview
Able to take and accept instructions	*		Application form & interview
Knowledge, Understanding & Qualifications	Essential	Desirable	Method of assessment
Experience of working with children and families	*		Application form & interview
Experience of professional work in a nursery or childcare environment	*		Application form & certificate
Experience of working in partnership with other agencies		*	Application form & certificate
Experience of working in close partnership with parents and carers		*	Application form & certificate
Experience of dealing in matters relating to child protection		*	Application form & interview
A minimum of a relevant Level 2 qualification	*		Certificate
GCSE Maths and English or equivalent as recognised by CWDC (CSE at Grade 1, Key Skills at Level 3, 'O'Level) or commitment to achieve this within 2 years	*		Certificate

Experience	Essential	Desirable	Method of assessment
Experience of working with children and/or families	*		Application form & interview
Experience of professional work in a nursery or childcare environment	*		Application form & interview
Experience of working in partnership with other agencies		*	Application form & interview
Experience of working in close partnership with parents and carers		*	Application form & interview
Experience of dealing in matters relating to child protection (desirable)		*	Application form & interview



Physical Conditions

The post is currently based at Shakespeare Primary School and Nursery, Lincoln Road, Leeds, LS9 7NP.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service check and two references, one being from the candidate's current or last employer.

The school operates a non-smoking policy.

The school is accessible by disabled persons.

Economic Conditions

Salary Grade	B1
Scale point range	4-6
Contract	Permanent
Annual leave	Working term time only (38 weeks per year)
Hours	35 hours
Working hours	8.15am-3.45pm Monday to Friday. Half an hours daily unpaid lunch break
Conditions of service	NJC conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual holder.

Training

The school encourages training both in-house and external to meet the needs of the individual and of the school.

Relationships

The post holder will be required to work flexibly to deliver an efficient service. The post holder will also be required to perform any other reasonable task, outside of their job description, as requested by their line manager or any other senior member of staff.

There will be regular contact with pupils, colleagues, parents and carers, line managers and internal and external customers.

The Application Process

Please visit the vacancy section on our website, <https://www.shakespeareleeds.org.uk/about-our-school/vacancies/> where information and a Leeds City Council application form can be downloaded.

Application form

Please ensure that each section of the application form is completed in full giving details of your educational achievements including grades and your employment history including reasons why you left previous roles. The presentation of the information should be clear, concise and in chronological order.

Please provide details of any gaps in your employment history. If you have undertaken any voluntary or unpaid work, please provide details.

In the knowledge, experience and skills sections please refer to the relevant sections of the person specification and use examples to demonstrate that you have the required knowledge, experience and skills for the role.

Should you have additional information relevant to the role that you have not had the opportunity to highlight in previous sections of the application form, please use the additional information section to support your application

The bottom of the application form should be signed, via an electronic signature if possible and dated.

References

Please provide details of your current or last employer. If you are currently working or have worked in a school, this should be the Head Teacher. Please provide the names, professional email addresses and daytime telephone numbers of your referees.

We are unable to accept references from family or friends.

Our safer recruitment processes state that we must follow up at least one reference in advance of an interview.



Submission of an application

Please submit your typed Leeds City Council application form and covering letter **by the closing date on Friday 3 May 2024 at 9am** to recruitment@shakespeareleeds.org.uk. We will confirm receipt of your application.

We regret that we are unable to accept CVs.

If you have not heard from us within 4 weeks of the closing date, on this occasion you have not been shortlisted for interview. Thank you for your interest in Shakespeare Primary School.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

All posts are subject to a successful enhanced DBS check (formerly a criminal record check) and two references, one being from the current or previous employer.

Safeguarding, Child Protection and equal opportunities

Shakespeare Primary School and Nursery is committed to equality of opportunity. We positively welcome applications from all sections of the community.

We are also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be made subject to a Disclosure and Barring Service check (formerly known as a criminal record check) and receipt of two satisfactory references, one being from the successful candidate's current or previous employer.

Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about and convictions and cautions that are not protected. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

For further information on the recruitment of ex-offenders please contact us on **0113 535 1000** or via recruitment@shakespeareleeds.org.uk.





Shakespeare Primary School and Nursery

Lincoln Road, Leeds LS9 7NP | 0113 535 1000 | office@shakespeareleeds.org.uk

www.shakespeareleeds.org.uk