

# Meppershall Church of England Academy

## Application Pack

# Meppershall

# Pre-School

# Practitioner



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# Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of Pre-school Practitioner at Meppershall Church of England Academy and Pre-school. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

We enjoy strong links with our feeder school Meppershall Academy and Henlow Academy.

The preschool's commitment to learning extends to staff as well as our children: there is a well-developed structure of staff, and a strong culture of ongoing professional development among all our staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website [www.Meppershallacademy.co.uk](http://www.Meppershallacademy.co.uk) or from Mrs Ann Halford who can be contacted via the school office, 01462 813293 or email [ahalford@meppershallacad.org](mailto:ahalford@meppershallacad.org)

The closing date for applications is **Monday 23<sup>rd</sup> March** with interviews taking place **w/c 23<sup>rd</sup> March**

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Halford at the above address.

I know the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

*The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

# Our Mission Statement, Vision, Aims and Objectives

## Our Ethos

Our preschool is a place where:

- each child learns and grows with a curriculum through play
- each child is celebrated as unique and has opportunities to flourish
- the wellbeing of each child is prioritised so they grow in confidence of who they are and what they can achieve.

## Our Vision

Our vision is for each child to thrive, in an environment of faith, aspiration, creativity, challenge and celebration; and to make their own unique contribution to the school, the community and the wider world. It is based on two texts from the Bible:

“God is love. Whoever lives in love lives in God, and God lives in them.”

(1 John 4:16)

“Start children off on the way they should go, and even when they are old they will not turn from it.”

(Proverbs 22:6)

## Our Aims

- To be ambitious for what we want our children to achieve.
- To provide excellent care to help all children stay safe, and develop physical and emotional wellbeing.
- To build a community based on mutual respect, where living our values every day leads to everyone enjoying “Life in all its fullness”.
- To provide and deliver excellent opportunities that allow children to:
  - nurture a lifelong love of learning through play
  - be inspired to achieve
  - develop awe, wonder, curiosity and thankfulness
- establish secure self-esteem (through understanding they are unique, precious and valued)
- acquire the key skills of communication (speaking and listening, reading and writing to prepare for school)
- grow in confidence and independence
- demonstrate a high standard of personal behaviour, understanding the difference between right and wrong and the consequences of their actions for themselves and others

**Love of God - Love of life - Love of learning - Love of each other**

## Our Values

We show Love of God, Love of life, Love of learning, Love of each other through Living Our Values Every day. The values which show that LOVE are: Respect, Compassion, Generosity, Truthfulness, Forgiveness, Service, Courage, Friendship, Thankfulness, Trust, Perseverance, Justice



## Job Description

**Post:** Early Years Practitioner

**Salary/Grade Range:** Pay according to qualification and experience

**Reporting to:** Pre-school Manager

**Full Time Position :** Term time only 8.30am – 4.00pm (30 minutes lunch)

### Your responsibilities

- To work with the Pre-School Manager and practitioner colleagues to ensure the highest standards of early years care and education of the children attending the Pre-School
- To assist with the maintenance of an organised, safe and stimulating room environment
- To strive consistently for best practice in accordance with Meppershall Pre-school policies
- To be a key worker responsible for a specific group of children
- Continually develop a sound knowledge of the setting pedagogy, policies and procedures
- Follow guidance from the Pre-School Manager to ensure operational compliance to the EYFS and other regulatory frameworks
- Maintain expected high standards of hygiene, safety and organisation within the room
- Actively participate in the planning and setting up of activities that reflect the children's needs and interests
- Complete any designated records accurately and according to deadlines
- Carry out meaningful and accurate observations on key children and complete associated reports
- Communicate in a professional manner with parents, giving them regular feedback
- Ensure close supervision of the children at all times
- Respect the settings resources and take pride in the environment
- Promote positive home/school links through daily interactions with parents and carers and the use of online learning journeys where applicable
- Attend and participate in staff meetings, parent information sessions and functions as appropriate, including marketing events and activities that may run during the evening or at the weekend
- Act in accordance with legal provision regulating confidentiality and security of data and information in accordance with GDPR regulations
- To complete any other tasks deemed necessary by the Pre-School management.

## **Safeguarding**

Safeguarding is everyone's responsibility and all employees are required to act in a manner that safeguards the health, safety and well-being of the children in our Preschool at all times.

The job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Pre-School in relation to the post holder's professional responsibilities and duties.

### **Note:**

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Meppershall SLT and Governors to undertake work of a similar level that is not specified in this job description.

## Person Specification

PERSON SPECIFICATION		
	Essential	Desirable
<b>Qualification &amp; Training</b>	Recognised Level 3 or above in Early Years (NVQ, BTEC Certificate/ Diploma, EYE) GCSE or equivalent in English and Maths	Qualified in: Paediatric First Aid, Safeguarding and Food Hygiene Evidence of continuing personal and professional development
<b>Experience</b>	Minimum of 2 years experience in an Early Years setting Experience of being a key person Experience of effective communications with parents or carers	Experience of working with children aged 2 – 5 years old. SEN experience
<b>Key Skills &amp; Abilities</b>	Ability to plan and implement learning activities based on children's interests and next steps. Ability to follow instructions and work on own initiative as necessary Effective communication with parents, carers, colleagues and other professionals Accurate record keeping Implementation of high health and safety standards Implementation of the policies of inclusion and equal opportunities	The ability to observe and record individual needs, specifically those children with SEND
<b>Knowledge</b>	Understanding of children's development; Understanding of the EYFS; Knowledge of current legislation; Understanding of Child Protection and Safeguarding Procedures	Understanding of the teaching of early phonics

<b>Personal Attributes</b>	Flexibility in working times and patterns; Pro-active and self-motivated approach to work; professional approach when communicating staff and parents/carers. High levels of personal organisation skills	
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