



**Westlands  
Primary School**

**Early Years Practitioner**  
INFORMATION





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## Westlands Primary School

Dear Applicant,

On behalf of all the children, staff and Governors I'd like to thank you for your interest in the vacancy at Westlands Primary School.

We are a school that likes to celebrate success at every level. We are an exciting, forward thinking and innovative school and our children are hard-working, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds.

We aim to engage our pupils in deep learning experiences across the curriculum, through a clear progression of skills and knowledge, coupled with strong links across curriculum subjects and varied learning experiences through enrichment opportunities. Working in partnership with parents, carers and other key members of the community, we work together on the school's journey to provide an outstanding provision for all.

Westlands Primary School was judged 'Good' in its last Ofsted inspection in July 2019 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

Westlands Primary School is part of Swale Academies Trust, which is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

We aim to appoint an excellent practitioner with a proven track record of ensuring excellent pupil progress. The ideal candidate will thrive on challenge, be passionate about improving the life chances of pupils, enjoy working as part of a team and feel confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application. In the meantime, you are warmly invited to visit or if you have any questions please do not hesitate to telephone me for an informal discussion. You will also find a lot of information on our school website, as well as a 360 virtual tour of the school that will give you a feel of what our school looks like.

Yours sincerely

**Victoria Pettett**  
Head of School

**Karen Mirams**  
Executive Headteacher

# JOB DESCRIPTION



**Job Title:** Early Years Practitioner  
**Grade:** SAT B  
**Reports to:** Nursery Manager  
**Responsible to:** Room Leader

## **Purpose of the Job:**

To work with the whole team, to contribute towards providing quality education and care for children from 3 months to 5 years of age. Developing partnerships with parents and carers to increase involvement in children's education. Working as part of a team, to ensure that the facility meet the required standards as laid down by Ofsted Early Years inspection handbook.

## **Main duties and responsibilities (Accountabilities):**

The duties of an Early Years Practitioner (NVQ level 2 or 3) include:

- Planning and providing a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential.
- Acting as a key person to a group of children.
- Planning and preparing exciting play opportunities that meet the children's development needs and stimulates their learning.
- Establishing and maintaining positive relationships with children and their families in a way that values parental involvement.
- Observing and assessing children's development and keeping accurate records of their development using our 'Family' App.
- Providing a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- Working effectively as part of a team using initiatives, sharing information and being flexible whenever necessary.
- Having a good understanding of and complying with policies and procedures within the Nursery, including Child Protection, Equal opportunities, Health and Safety etc.
- To be flexible within working practices of nursery and be prepared to support where needed, including sharing the responsibility of certain domestic jobs within the nursery, e.g. preparation of snack, cleansing of equipment, laundry, etc. Also flexibility with regards to working in different rooms as and when required to ensure effective operation of the nursery.
- Work alongside the Manager and staff team to ensure that the vision, philosophy and objectives of the nursery are fulfilled.
- To respect and maintain confidentiality in relation to children, families, staff and the nursery.
- Participating in supervision and staff development processes such as appropriate training to meet any changes in standards or appropriate legal requirements or what is deemed necessary by the management.
- Acting as an ambassador for the organisation and maintaining a positive image of its aims and objectives.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
<b>Qualifications</b>	Level 2 or 3 qualification in Childcare or equivalent.	E
	Is First Aid trained or is willing to undergo training.	D
<b>Experience</b>	Experience of working in a nursery provision.	E
	Experience of planning age appropriate activities to stimulate learning and development, based on observation.	E
	Experience of working creatively to meet the needs of the children and their families.	E
<b>Knowledge &amp; Skills</b>	Excellent written and oral communication skills and the ability to communicate effectively at all levels.	E
	Good knowledge of the Early Years Foundation Stage Curriculum.	E
	Able to interact effectively with children, parents/carers and other professionals.	E
	Ability to work effectively as a member of the staff team.	E
	Good organisational skills.	E
	Knowledge of and ability to follow policies relating to health and hygiene, child protection and special needs requirements.	E
	Ability to work with parents/carers to effect change.	E
	An understanding and knowledge of various need types and how to meet those needs.	D
<b>Personal Qualities</b>	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	Flexible approach to working.	E
	Ability to perform under stress.	E
	A creative thinker.	E
	Is able to demonstrate flexibility	D



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Miss Liz Bruce  
Westlands Primary School  
Homewood Avenue  
Sittingbourne  
Kent  
ME10 1XN

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS

COMPANY NUMBER: 7344732