



**Westlands  
Nursery School**

## **Early Years Practitioner INFORMATION**

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# JOB DESCRIPTION

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

**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

Qualifications	Essential / Desirable
Level 2 or 3 qualification in Childcare or equivalent.	E
Is First Aid trained or is willing to undergo training.	D
Experience	
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
Knowledge & Skills	
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
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
An understanding and knowledge of various need types and how to meet those needs.	D
Personal Qualities	
Flexible approach to working.	E
Ability to perform under stress.	E
A creative thinker.	E
Is able to demonstrate flexibility.	D

# WORKING AT WESTLANDS NURSERY SCHOOL

## Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking
- Enhanced Maternity Pay

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E) plus Public holidays, that increases on length of service
- Cycle to Work scheme

## FIND US

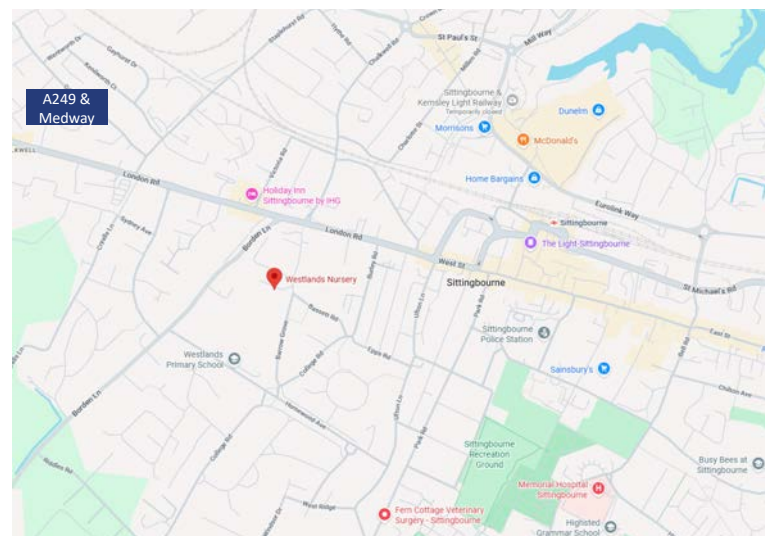
**Westlands Nursery School**  
Johnson Rd, Sittingbourne ME10 1JS

[www.westlandsnursery.org.uk](http://www.westlandsnursery.org.uk)  
01795 430629  
samantha.mitchell@swale.at

**Closest Train Station: Sittingbourne Station**  
Approx. 15-minute walk

**Closest Bus stop:**  
**Barrow Grove** - 370 buses

**The Kings Head/The Coniston** - 321, 326, 327, 328, 334, 370, 371S,  
372U, 647, IB2, X3 buses



## 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:

Samantha Mitchell  
Westlands Nursery,  
Johnson Road,  
Sittingbourne,  
Kent,  
ME10 1JS

## 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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **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.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

# OVERVIEW OF S.A.T

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, Peacehaven
- 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

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

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

COMPANY NUMBER: 07344732