



## Part Time Early Years Educator



*"We show love and compassion for others by truly helping them, and not merely talking about it."*

**1 John 3:18**

**We are committed to excellence. We believe in choice.**

Our mission is to make sure that all children, regardless of their background, receive a great education that lead to real choices in life.

Our staff are committed to our pupils and students and know the importance of delivering an exceptional standard of education.

Our pupils and students value learning, they are committed to their studies and always give their best.

We expect every John Wallis student to graduate from our Academy with the qualifications, skills and confidence to achieve their ambitions and go on to higher education or their chosen career.

### **Our Distinctive Christian Vision**

We are proud to be a Church of England Academy. We serve children of all faith and those with none.

Our Christian values are embedded within the heart and soul of our Academy. They are central to everything we do. Based on the teachings of Jesus, and the stories he told, our school community follow his example in treating everybody as an individual. Our Bible verse provides a living example for how we choose to live our lives. "We show love and compassion for others by truly helping them, and not merely talking about it."

In judging others by their deeds, not their words. In being, rather than seeming.

Jesus said "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life." (John 8:12)

Our Christian values of 'Love, Integrity, Generosity, Hope and Tolerance' (LIGHT) are all taught explicitly. They are a vehicle for delivering our school vision and provide a framework for how we at strive to behave each day. We do not simply talk about excellence; we are committed to it.

## **A message from the Principal**

As a Church of England Academy, we are inclusive of all regardless of creed, colour, race, gender, sexual orientation or ability. We hope to transform the lives of our pupils and students and our wider community by putting our core values of love, integrity, generosity, hope and tolerance (LIGHT) into action. As such, all should feel welcome and respected. Schools are, in part, measured by academic success. Pupils and students know this. We must help and enable each pupil and student to succeed to the best of their ability by providing high quality lessons and an appropriate curriculum for our pupils and students.

Mr Damian McBeath





<b>The Post(s)</b>	
Job Title:	Part Time Early Years Educator
Reference:	
Reports to:	Nursery Manager
Responsible for:	None

### **Main Purpose of the Role**

You will be expected as part of the school community to raise overall achievement at The John Wallis Nursery. It will be reviewed with you to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility. In particular you will assist the Heads of School in attaining the following:

### **Main Duties**

#### **The post-holder will be responsible for:**

- Supporting and liaising with the Manager, Deputy on a daily basis.
- Maintaining security.
- Working within the required standard, ratios and conditions of registration.
- Adhering to The John Wallis Nursery Policies and Procedures and complying with the Children's Acts of 1989 and 2004.
- Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage day care standards and effectively implementing these requirements.
- Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment.
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children.
- Completing children's developmental and observation records.
- Adhering to The John Wallis Nursery and Academy Safeguarding reporting procedures.
- Supporting the Manager, Deputy Manager in organising and attending a minimum of two parents/carers' evenings per year.
- Support the Manager, Deputy Manager in organising and attending events that publicise the nursery; these may include fundraising charity events and open weekends.
- Supporting the Manager, Deputy Manager in developing and maintaining links within the local community to create a positive nursery profile.
- Supporting the Manager, Deputy Manager in creating and maintaining successful and professional partnerships with parents/carers.
- Ensuring close supervision of children during all meal times and adhering to the allergy and dietary requirements of all children within the nursery.
- Following The John Wallis Nursery procedures for the positive management of children's behaviour.
- Any other duties appropriate to the post as directed by senior management.



#### Personal Qualities and Attributes:

- To contribute and be part of the ethos of The Academy and be positive towards the Academy's goals. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people.
- To communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents.
- To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students.
- To enjoy helping others and be able to cope with work pressure points, disruptions and things going wrong in a professional, calm and measured manner.
- To be highly motivated and to have a flexible approach towards work and working hours.
- To be willing and enthusiastic in undertaking continuing professional development

#### Necessary Experience

- To be educated to a minimum of Level 3 in Childcare and Development.
- To have experience working with children and young people and having a proven positive impact on raising attainment.

#### Health and Safety

- Complying with health and safety legislation
- Remaining aware and observant of all health and safety issues in the nursery and where possible reducing the risk of any accident, even in the absence of a risk assessment
- Maintaining the highest standards of cleanliness/tidiness within the nursery
- Carrying out health and safety checks as outlined within The John Wallis Nursery Policies and Procedures
- Adhering to health and safety procedures including the carrying out of risk assessments
- Being aware of the outcome of risk assessments and fully implementing the specified controls
- Completing accident and incident records effectively
- Ensuring The John Wallis Nursery medicine procedures are adhered to
- Maintaining allergy management systems in line with The John Wallis Nursery policy



<b>Person Specification</b>			
Qualifications and Training	Essential	Desirable	Method of assessment
Minimum of Level 3 in Child Care and Development.	X		Application Form/Interview
To have experience working with children and young people and having a proven positive impact on raising attainment.	X		Application Form/Interview
Experience and Knowledge	Essential	Desirable	
Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage day care standards and effectively implementing these requirements.	X		Application Form/Interview
Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment.	X		Application Form/Interview
To have experience working with children and young people and having a proven positive impact on raising attainment	X		
Skills and Attributes	Essential	Desirable	
Working within the required standard, ratios and conditions of registration		X	Application Form/Interview
Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff.	X		Application Form/Interview
Creative and innovative.		X	Application Form/Interview
willing and enthusiastic in undertaking continuing professional development		X	Application Form/Interview
Data and IT literate with good IT skills.		X	Application Form/Interview
Good influencing skills to encourage students to interact with others and be socially responsible.		X	Application Form/Interview
Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.		X	Application Form/Interview



Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.		X	Application Form/Interview
Qualities	Essential	Desirable	
Able to confidently liaise with senior colleagues including in formal settings.		X	Application Form/Interview
Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.	X		Application Form/Interview
Personal and professional authority and resilience.	X		Application Form/Interview
Empathetic, tactful and diplomatic.	X		Application Form/Interview
Solution focused, working collaboratively and collegially with colleagues and stakeholders.	X		Application Form/Interview
Excellent inter-personal skills.		X	Application Form/Interview



## Terms of Appointment

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Contract type	Part Time
Hours of work	10 hours per week 11:15 am – 1:15 pm
Grade and Salary range	TBC
Annual leave	TBC