



Temple Mill Primary School

Nursery Nurse Candidate Briefing Pack



Welcome



As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans extending into North Kent and have been selected by the DfE and Kent county Council to open a new secondary presumption free school in Margate in September 2022.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school.

Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust



Welcome to Temple Mill, a caring, friendly and inclusive environment that enables children to achieve all they can. We are privileged to have such wonderful children at Temple Mill, and we will always aim to ensure that every child gets nothing less than the very best they deserve.

We are a single form entry school with eight classes in, from Nursery to Year 6. As a small school, we soon get to know each other and we are pleased to enjoy positive partnerships with our parents and families.



We are developing an exciting enquiry led curriculum which is inspired by inquisitive learners and dedicated to giving our children a broad experience and deeper understanding of the topics they cover. Our aim is to equip children with the skills, knowledge and understanding to enable them to make informed decisions about the important things in their lives. Our school will provide solid foundations that children can take forwards into their futures.

We want each and every pupil and parent to say the Temple Mill name with pride. We promote our uniform, a sense of belonging and that everyone's contribution is valued. We have a strong pupil voice here and it is influential in driving and supporting school improvement.

If you would like to know more about our school, you are welcome to come and visit. At Temple Mill our children very much enjoy talking about their progress and their pride in being part of the Temple Mill family.

We look forward to receiving your application.

Mrs Lisa Lewis
Co-Head of School

Mr David Bignell
Co-Head of School

Striving for progress, excellence and positive change

We aim to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

We are committed to enhancing the life chances of young people by improving their educational achievement.

Schools within the Trust will retain their unique and individual character.

We strive for excellence and aim to bring about transformational change where necessary in schools.

We are truly inclusive and aim to establish the highest expectations for young people and all those who work with them.

As a Trust we have four fundamental tenets:

- We strive to create a culture of dignity, respect and trust in all our schools
- There is no ceiling to achievement for young people
- All staff have the right to exceptional professional development
- Our moral purpose is to make a positive difference to the lives of young people

Our Family of Schools



**THE
HOWARD
SCHOOL**

The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Temple Mill Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

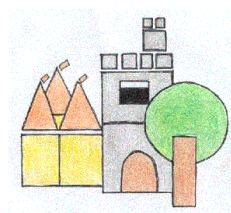


Thames View Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



**WATERFRONT
UTC**

Waterfront UTC
170 Pupils on Roll
Located in Gillingham,



Miers Court Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Further information about our academies can be found at
www.thatrust.org.uk

Working for The Howard Academy Trust

The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

Financial

- Salary
- Pension
- Sick Pay

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working



Employee Benefits - Permanent Contracted Employees & Fixed Term

- Free Confidential Counselling Service

Professional Development

- Access to Middle and Senior Leadership Courses
- Role specific training courses for Associate Staff



About Temple Mill Primary School



Temple Mill Primary School is a community primary school serving the full primary age range from 3 to 11. At present there are 210 children on roll. On 1 December 2015 Temple Mill Primary School became part of the Howard Academy Trust.

School Characteristics

| | |
|---------------------------------|------------------|
| NOR: | 208 + 26 Nursery |
| Age Range: | 3-11 |
| Gender of Pupils: | Mixed |
| OFSTED Rating: | Good |
| Disadvantage (PP + FSM): | 29% |
| SEN: | 15% (2018-19) |
| EAL: | 22% |

Temple Mill Primary School is sponsored by The Howard Academy Trust. Outcomes for students have increased substantially over the last year moving the school into the top ten highest achieving schools in Medway.



Nursery Nurse

Job Description



Job Title: Nursery Nurse
Responsible to: EYFS Lead
Remuneration: NJC Grade C1 Points 6-19

General description of the post

The holder of this post is expected to carry out the professional duties of a Nursery Nurse as described below, as circumstances may require and in accordance with the school's policies under the direction of the EYFS Lead. The post-holder is required to fully support the vision, ethos and policies of the school.

School Improvement Plan Priorities

Support Staff within the school are expected to make a valuable contribution to the School Improvement Plan priorities for the current academic year:

Quality of Education

- Establish the curriculum intent and update related documents to reflect this.
- Update the newly constructed curriculum focusing on coherence and cumulative knowledge and skills for future learning.
- Ensure character education, world faiths, British values, and PSHE is embedded into planning.
- Develop subject leader capacity to ensure teachers can deliver SOW which are balanced and offer a coherent sequence of learning
- Improve the teaching of whole class reading and spelling regularly and the impact on the data termly
- Improve SEND systems and procedures to ensure good teacher and LSA knowledge and improved and more specific interventions
- Improve the progress of boys' reading and girls' maths at KS1
- Review the provision provided for pupils with SEND to ensure they achieve the best possible outcomes
- Improve the progress of boys' reading and girls' maths at KS1
- Ensure pupils with SEND achieve the best possible outcomes

Personal Development

- Embed SMSC into the new Temple Mill curriculum from September 2019
- Raise the profile of pupil leadership and ensure varied opportunities across the school.
- Monitor the impact of the newly constructed curriculum on pupils' independence, resilience and voice.

Leadership

- Establish a sustainable leadership structure that supports the further development of middle leaders.

- Develop a system of coaching and mentoring for new leaders.

Behaviour and Attitudes

- Review and update of behaviour policy to ensure consistency of expectation and application.
- To include improved parent engagement.
- Development of positive engagement at playtimes including quiet spaces.

EYFS

- Develop a sustainable leadership structure to support further development of the setting.
- Develop the use of open ended challenges in EYFS to support deeper thinking which encourage children to make links in their learning and so improve rates of progress from all starting points.

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The Nursery Nurse is expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career.

It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including:
 - democracy, the rule of law, individual liberty and mutual respect, and
 - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Support Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Responsibilities

The post holder is accountable to their line manager at all times.

Nursery Nurse Role:

To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.

Key responsibilities:

- To support individuals and groups of pupils to help them learn

- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

Learning support:

- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- Work with teachers to assess the needs of individual children
- To encourage independence self - help skills and good standards of personal hygiene and care in pupils through social training and modelling
- To participate in the development of home school liaison including information evenings, parent consultations, home visits etc
- To develop knowledge of a range of learning support needs relevant to the school
- To develop an understanding of the specific needs of pupils to be supported
- To manage pupils as advised by the classroom teacher
- To establish a warm and supportive relationship with the pupils concerned
- Work with the SENCO/Inclusion Lead and other teachers to implement the EHCP and develop resources for pupils for have additional learning needs.
- Plan and facilitate small group teaching
- Plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching and cover the class teacher where appropriate
- Assist with behaviour management within and outside of the classroom
- Assist pupils' achievement outside of the classroom eg. computer lab, library.

Additional Duties:

- Assist with follow-through for related services eg. speech/language therapy, occupational therapy and physical therapy;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example; and
- At the request of the Headteacher may be expected to undertake/complete any reasonable duties expected of a Nursery Nurse.

Conditions of Employment:

The post is graded at NJC C1 6-19.

The working week is 32.5 hours per week.

The holder of this post is expected to be flexible about these hours as and when necessary.

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Temple Mill Primary School

Person Specification



Post: Nursery Nurse

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

| Essential | Desirable |
|---|--|
| Education & Qualifications | |
| <ul style="list-style-type: none"> Maths & English GCSE or equivalent Grade C and above Certified Learning Support assistant course of training | <ul style="list-style-type: none"> Evidence of ongoing Professional Development EYFS qualification |
| Experience | |
| <ul style="list-style-type: none"> Experience of establishing successful learning relationships with a variety of pupils at the relevant age Experience of the role of a nursery nurse and in particular organisation and management | <ul style="list-style-type: none"> Experience of working within a school nursery environment |
| Knowledge and Understanding | |
| <ul style="list-style-type: none"> First Aid Training Maintain pupil and family confidentiality Attend regular meetings as and when required Training and equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools Clear understanding of the role of parents and the community in school improvement and how this can be practised and developed | |
| Characteristics and Competencies | |
| <ul style="list-style-type: none"> Good communication skills including written and oral Good numeracy and literacy skills Competent with IT and other technology Good administrative and organisational skills Able to lead intervention sessions Ability to promote the school's aims positively Ability to develop good personal relationships within a team; making an effective contribution to high morale Ability to create a happy, challenging and effective learning environment | |

| | |
|--|--|
| <ul style="list-style-type: none"> • A solution-focussed mindset and determined “no-excuses” approach to raising standards • A personable nature to build effective relationships with parents and all members of the school community • Ability to keep up-to-date on relevant policies and procedures in line with the duties identified in the job description • Ability and keenness to promote the school’s positive culture and ethos • Understands the importance of confidentiality and discretion. | |
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Application Process

Application Process

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed.

Despite COVID-19 recruitment and hiring will continue for The Howard Academy Trust.

Applicants should apply by sending their completed application forms to hr@thatrust.org.uk.

Important Information for Applicants

Closing Date: Friday, 19 February 2021

Interviews: To be confirmed

Start Date: ASAP

Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process.

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact Sharon Teachen, HR Manager, on 01634 265771 or email hr@thatrust.org.uk.