

# 2 Years EYP Application Pack



The Academy at  
**St James**  
Aspire, Achieve, Believe



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### About The Academy at St James (ASJ)

#### Type of School

The Academy at St. James is a two form entry, co-educational school for children aged 3 years to 11 years.

There are places for 336 children in school. There is room for 60 children in each year group and 52 in nursery. There are 14 classes of 30 pupils, with 2 classes from reception through to Year 6. Each class has at least one full time teacher (or equivalent) and learning support staff who are present to help all children achieve specific learning goals as directed by the teacher.

#### A Faith School

The Academy at St. James is a diocesan sponsored multi-faith academy. We are all committed to the education and welfare of the children in our care and together we have identified what makes our schools distinctive.

- Our Faith School's success is based on strong and welcoming links between school, home, church and the community.
  - Our Faith School gives high priority to the spiritual development of all in the community.
  - Our Faith School is distinguished by the special character of its religious education and Christian worship and within this teaches an understanding of and respect for other faiths.
  - In our Faith School, Christian values are built into our ethos and teaching.
- In our school we believe that what we provide enables children to develop and grow with confidence and will ensure positive memories and lasting benefits that will remain forever.

#### British Values and Prevent

The Academy at St. James actively promotes British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, to ensure our children are prepared for life in modern Britain.

The Academy at St. James is fully committed to safeguarding and promoting the welfare of all of our children. Every member of staff recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

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## Outline Job Description

**Post Title: Early Years Practitioner working with 2 year old pupils (in the first instance)**

**Grade: Band 6/7, New scale points 11 to 17 (ranging from £17,610 to £20,294)**

**35 hours a week, Term Time Only plus 5 days**

### GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Academy St James is a school within BDAT, which is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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## About BDAT

The Bradford Diocesan Academies Trust is a Church of England primary and secondary school trust serving a number of faith and non-faith Academies in both the West Yorkshire and the Dales diocese and the Bradford Local Authority area. The Trust was set up in 2012 by a board of volunteers, with a view to support a number of primary and secondary academies across the diocese, and has been experiencing steady growth since.

BDAT operates a light-touch policy across all its schools, working in direct cooperation with each Academy to develop collaborative processes and structures, ensuring all of the schools within the Trust are able to work together and that the values and practices held by BDAT are present across the board. Through this cooperative effort, particularly at challenging times in each Academy's existence, BDAT hopes to ensure the pupils at each of its schools continue to receive the best possible education and to be guided towards a bright future.



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### BDAT Employee Pledge

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

#### We do this by:

- Relentlessly only recruiting the highest calibre of teachers who share our aspiration and ambitions for our pupils to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that retain and grow the expertise and skills of our people. Keep reading to find out more about our employee pledge which sets out what you can expect from us if you choose to join BDAT and what we will expect of you.

#### We will offer you:

- Work in a values driven, student centered organisation where every child is supported to reach their academic potential and accomplish their individual goals. <http://www.bdat-academies.org/about-us/bdat-mission-statement/>
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students and to be the schools of choice. [www.bdat-academies.org](http://www.bdat-academies.org)
- A separate annual career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching
- Assistance with career progression both within and outside the Trust
- A competitive employees' benefit scheme <http://www.bdat-academies.org/about-us/employee-benefit-scheme/>

#### We will provide you with the opportunity to:

- Have a week's placement in one of the BDAT schools within the first two years
- Shape the curriculum developments in an ever-changing world
- Work with like-minded subject colleagues from the other trust schools
- Shadow colleagues both within the school and across BDAT
- Support the development of teachers new to the profession or to their role
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education



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### The BDAT Employee Pledge (continued)

#### In return, we expect you:

##### To Model

- The values of BDAT and your school at all times
- Professional behavior's at all times

##### To Be

- A consistently good teacher on a day to day basis
- Committed to ongoing professional development
- A team player and to adopt a 'can do' attitude

##### To

- Place safeguarding of students at the heart of the work
- Engage in constructive professional dialogue, giving and listening to feedback
- Contribute to the development of students and staff
- Meet Teachers' Standards and Trust Leadership standards as appropriate to career stage expectation

Thank you for taking the time to read this information.

### Continuing Professional Development at The Academy at St James

Bradford Diocesan Academies Trust, BDAT, is committed to the professional development of its staff. Through professional development, BDAT seeks to maintain and increase the effectiveness of its staff in achieving its strategic objectives. Staff will be supported in their current jobs and also be helped to prepare for anticipated changing roles and responsibilities, as the trust develops and evolves.

This model policy has been provided as a Trust level resource for BDAT and does not form part of an employee's terms and conditions of employment.

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## Making your application

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the BDAT application form. The application form can be downloaded from the school website [www.acadmystjames.com](http://www.acadmystjames.com) under About us/ Vacancies. We strongly recommend that you look around the school prior to completing an application.

If you would prefer a paper copy, or would like to speak to someone about the vacancy, please contact Gemma Mungovin on 01274 777095 option 2, or by email at [Finance@academystjames.com](mailto:Finance@academystjames.com)

Applications must be received by the closing date of 28<sup>th</sup> May 2021.

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## JOB DESCRIPTION

### PRIME OBJECTIVES OF THE POST:

Promoting and working within an Early Years and 2 Year Old setting, meeting the needs of the children, families and community in which it is based, in accordance with the policies, procedures and working practices of the Centre/School.

Working as part of a team in assisting and consolidating the provision of a high quality Early Years curriculum.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description and may be asked to work in another school within BDAT.

### KNOWLEDGE AND SKILLS:

*(See Personnel Specification)*

### EFFORT DEMANDS:

- Work within the school policies, under the direction and guidance of senior staff and within an agreed system of supervision, making decisions using initiative where appropriate within established working practices.
- Promote positive values attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy.
- Use good common sense and initiative when dealing with the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils; the safety, mobility (if required) and hygiene and wellbeing of the pupils.
- Work to a Key Worker system to provide care and Education through the provision of stimulating enjoyable and constructive activities appropriate to the Child's age and abilities to ensure physical social emotional and intellectual development, taking into account diversity (e.g. language, culture, ability, race and religion).
- Establish good relationships and high expectations with both the children and their families, through home visits (when possible) and in a pastoral role for a group; taking account of



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parental concerns and deals with them sensitively under direction of the teacher where necessary.

- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Assist and support colleagues wherever required in order to ensure the smooth running of the setting, and contribute to relevant meetings.
- Have excellent numeracy and literacy skills as well as excellent oral communication skills and the ability to communicate effectively at all levels.

### **RESPONSIBILITIES:**

- To plan, resource and set up provision and child initiated learning opportunities for children within the 2 Year Old room and in outdoor play areas.
- To manage the staff within the room to ensure that the room runs smoothly and school policies and procedures are followed.
- To carry out 2 Year Old development checks on the children within the provision, meeting with parents/carers and other agencies as and when required.
- Supervise and support children at all times including school visits, trips and out of school activities. Ensure the physical needs of children are being met and maintain high standards of cleanliness and hygiene (e.g. Washing, dressing and toileting).
- Support children in their learning both inside the setting and in outdoor play areas; recognising and responding to their individual needs, ensuring all children are engaged in appropriate activities.
- Determine the need for, prepare and maintain equipment and resources including specialist resources, and help the children in their use (e.g. Outdoor or indoor play equipment; being responsible for the care of all equipment and materials within the setting).
- Be aware of and ensure that as a team member the setting meets required standards as laid down by Ofsted Early Years Directorate.
- Act as a key worker for a group of children for part of each day.



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- Deal with any immediate problems or emergencies using the schools policies and procedures, liaising with line manager (Nursery teacher) where required (e.g. an injured or sick child).
- Supervise whole classes and groups, maintaining the planned range of activities in the classroom and/or outdoor play areas in accordance with the short term planning.
- Monitor and evaluate the children's responses to learning activities as part of the planning cycle.
- Liaise sensitively and effectively with Parents/Carers as agreed with the teacher within your role/responsibility and participate in feedback sessions or meetings (as directed by the teacher) with parents promoting the policy on parental involvement.
- Prepare accurate feedback and detailed records, recording children's physical, care and educational progress and achievements against pre-determined learning objectives, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating systems as agreed with the teacher, contributing to reviews of systems as requested.
- Perform allocated tasks with limited supervision.
- Take delegated responsibility in the supervision and guidance of students on work placement, trainees and voluntary helpers.
- Handle small amounts of cash, or cheques as directed by the teacher.
- Provide general clerical/administration support (e.g. administer resources for agreed activities).

### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions/parents evenings/special events etc. outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.



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- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

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## OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Head teacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

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## PERSONNEL SPECIFICATION – 2’s EYP

	ESSENTIAL (E)/DESIRABLE (D)
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• At least 2 years recent experience of working in the Early Years Foundation Stage to support children’s learning and development, adjusting activities according to children’s responses and needs; using specialist curricular and learning skills. (E)</li><li>• Experience of working within a 2 Year Old room/ setting or with 2 year old children (E)</li><li>• Experience of policy implementation in respect of health and hygiene, child protection and special needs requirement.(E)</li><li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level (E)</li></ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"><li>• Will hold a relevant qualification (NNEB, Level 3 NVQ in Early Years Care and Education, Diploma in Childcare Education, BTEC National Diploma in Early Years, education to graduate level)</li><li>• Minimum of GCSE English and Mathematics at grade C or above (or equivalent).(E)</li></ul>



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### KNOWLEDGE/SKILLS:

- A good knowledge of the Early Years Foundation Stage Curriculum (E).
- Knowledge of current and relevant guidelines and legislation and an understanding of child development. (E)
- Ability to work creatively to meet the needs of the families, working with parents to effect change. (E)
- Ability to plan activity programme to stimulate learning and development, based on observation. (E)
- Ability to communicate effectively with children, parents/carers and other professionals. (E)
- Commitment to working in an anti-discriminatory way to ensure equality of opportunity. (E)
- Excellent written and oral communication skills and the ability to communicate effectively at all levels. (E)
- Be a creative thinker with good organisational skills, have a flexible approach to working and the ability to perform under stress. (E)
- A sense of humour. (E)
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. (E)

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.