



**CARLINGHOW**  
ACADEMY



**GREAT**  
**HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

*Welcome to Carlinghow Academy where we are currently looking to appoint a new Nursery Nurse.*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.*



## Nursery Nurse

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CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Nursery Nurse at Carlinghow Academy.

We are seeking to recruit an individual to work in our school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of Carlinghow Academy. Carlinghow Academy is a safe, warm, welcoming, and inclusive school where all stakeholders have the children's best interest at heart.

The children at Carlinghow Academy are amazing! They have shown resilience through change and have always put 100% into everything they do. They are well mannered, caring, inclusive and have a real love of learning.

As Head of School, I am immensely proud of this school and hope that the website gives you an insight into all the work that we do. If, you are considering applying for the position at this school, you are welcome to come and visit us. Please contact the school office to arrange a time to come and see our school in action.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs M Fishwick

Principal



## Overview of the Position for Carlinghow Academy

We are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Nields Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar School and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ▶ Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

### Current Trust Academies and Designations

**Our mantra across our partnerships embraces the following themes:**

**G**

**Great teaching and learning opportunities for all in the partnership**

**R**

**Real life opportunities to develop an understanding of the wider world**

**E**

**Enthuse a love of learning and mutual respect**

**A**

**Academic development to nurture potential for all**

**T**

**Thorough accountability**

GHAT has access to a wide support network through our designations. These offer support to all of our schools.





## JOB DESCRIPTION

<b>Position:</b>	Nursery Nurse
<b>Department:</b>	Carlinghow Academy
<b>Pay Range:</b>	Grade 7
<b>Hours of work:</b>	18.75 hours per week, Term time plus 3 days
<b>Responsible to:</b>	Principal

### Prime Objectives of the Post

To be a member of a multi-disciplinary team, under the leadership of the Teacher and Principal and under the agreed education plan to work with the Children in the class/unit/nursery.

To contribute to the holistic development of the children in their care through the provision of a quality Early Years curriculum.

To effectively encourage a friendly, stimulating environment where positive attitudes are established in a variety of social contexts.

### Statutory Requirements

- It is aligned to the **Local Government Terms and Conditions**, set out in the statutory guidance.

### Membership of the Trust

- To be a positive ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To ensure all trust systems, processes and procedures are adhered to as requested.

### KEY AREAS

1. Providing Care and Early Learning Support
2. Working as Part of a Team
3. Supporting the Nursery Provision
4. General

### Main Duties and Responsibilities

#### Providing Care and Early Learning Support

- 1.1 Undertake activities necessary to facilitate the holistic development of individuals and groups of children, those with Special Needs – including gifted and talented children.



- 1.2 To record and monitor children's development as required by the school.
- 1.3 Actively engage in any pre-determined educational activities and work programmes.
- 1.4 To liaise with parents and carers as appropriate.
- 1.5 Monitor any concerns arising with individual children and report these to their designated supervisor as appropriate.
- 1.6 To participate in the general care and behaviour management of the children.
- 1.7 Take part in home visits when required.
- 1.8 To liaise with other agencies i.e. Speech Therapist, Hearing and Visually Impaired Services, as required.

## **2 Working as Part of a Team**

- 2.1 To attend meetings, during contracted hours, relevant to the performance of the post holder and the nursery provision.
- 2.2 To support colleagues in all aspects of Nursery provision as required.
- 2.3 Undertake relevant training, during contracted hours, to enhance the performance of duties and personal development.
- 2.4 To assist in the monitoring and evaluation of practices and procedures as necessary.
- 2.5 Liaise with team members as required to highlight particular needs of individual children.

## **3 Supporting the Nursery Provision**

- 3.1 Supervise the activities of individuals or groups of children to ensure their well-being and safety (inside and outside).
- 3.2 To participate in promoting a quality curriculum that upholds, established school policies, regarding sensitivity to the needs and requirements of different ethnic and social backgrounds.
- 3.3 To participate in the preparation of equipment and materials for each nursery/unit/class session.
- 3.4 To participate in the presentation of children's work and the compilation of displays.



- 3.5 To assist in the maintenance of equipment and materials in the nursery.
- 3.6 Assist in maintaining stock and resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of services.

### General

- To uphold the Nolan Principals of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

### Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

### Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## Person Specification: Nursery Nurse

	ATTRIBUTES	RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	Previous childcare experience within a nursery setting.	Application form/selection process	A
		Experience of working with young children with Special Educational Needs.	Application form/selection process	B
		Experience in implementing individual educational plans.	Application form/selection process	A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	NNEB Certificate/BTEC National Diploma or equivalent.	Application form/selection process	A
		Level 3 or equivalent Nursery Nurse qualification.	Application form/selection process	A
		Educated to GCSE level or above including Maths and English or able to demonstrate work at this level.	Application form/selection process	A
		Relevant training and development in an appropriate subject area.	Application form/selection process	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	Understanding of child development and aspects of childcare, early education and playwork.	Application Form/Selection process	A
		Awareness of Health & Safety and Hygiene issues.	Selection process	
		Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection process	
		Understanding of the Children Act requirements.	Selection process	

4.	<b>SKILLS AND ABILITIES</b>	Ability to provide stimulating play activities appropriate to the needs of the children.	Selection Process	
		Ability to assess the needs of children with a variety of Special Educational Needs.	Application Form / Selection Process	B
		Ability to communicate effectively, sympathetically and confidentially at all levels, with colleagues, parents other professionals, and external agencies.	Application Form/Selection Process	A
		Ability to work as a member of a planning team to contribute to development programmes.	Selection Process	
		Ability to work on own initiative and make minor decisions.		
		Written communication skills in order to produce reports and update records.	Selection Process Application Form/Selection Process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	Commitment to ongoing personal training and development	Selection Process	
		Ability to adapt and be flexible to the needs of the school.	Selection Process	
		Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form/Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.



## ► Reasons to work at Carlinghow Academy / Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

