

INSPIRE

INCLUDE

INTEGRITY

EXCEED



Recruitment Pack – Age 2 Lead Professional

Bentley High Street Primary School



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Contents

Welcome to Exceed Learning Partnership

Our Ethos

Our Vision

Our Values

Our Aims and Strategic Objectives

Our People Vision

Message for the Candidate

Job Description

Job Specification

How To Apply



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

A message from the CEO...

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership.

As a trust, we are passionate about improving the life chances of the children and families we serve.

When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster - particularly the most disadvantaged pupils.

Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations - all pupils can and will succeed. This is the ultimate goal within our Trust - making sure all our academies are exceptional places of learning where everyone is able to thrive.

In our Trust, we believe that colleagues need the freedom to develop and perform to the highest standards - dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

We are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!

Beryce Nixon OBE
Chief Executive Officer
and National Leader of Education



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Our Ethos



Every Child

The amount of time that a child spends in education is finite. We are responsible for making sure that that every moment that a child spends in an Exceed school is productive. Once wasted, it cannot be given back



Every Chance

Every child will have the opportunities to build the confidence, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



Every Day

Children within our Trust will always be the main priority, with personalised learning as the starting point of making 'Help Children Achieve More' a reality.



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Our Vision

To equip young people with the knowledge, skills and mind-set to thrive and then take on the world!

We will achieve our vision by:

Every child developing

- a greater understanding of themselves as a learner
- Recognition of what their strengths are
- How they can share their strengths with others
- An understanding of what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment.

A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust.

This will focus on our learning philosophy skills:

Resilience

Motivation

Collaboration

Creativity

Investigation

Teamwork

Evaluation



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Our Values

INSPIRE

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidence-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

INCLUDE

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

INTEGRITY

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

EXCEED

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Our Aims



SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.



People Vision

We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our values drive our behaviours and decision-making

We strive to exceed in all we do and learn from every opportunity

...to deliver on our motto

*Every **Child***
*Every **Chance***
*Every **Day***



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

A Message for the Candidate...

Letter from the Principal

Dear Applicant,

Thank you for your interest in applying for the job of Age 2 lead professional at Bentley High Street Primary School.

Bentley High Street is a vibrant school at the heart of the community. Our school is larger than average, operating as a two-form entry with both a nursery and an age two-provision. Our school is an excellent school and we are proud of our curriculum design and our approach to teaching and learning. Our vision and ethos are integral to the success of our academy as we strive to ensure that *every child is given the best chance, every day.*

At our school we value the importance of providing the best possible start for our children. This is why we are committed to our Age 2 provision. The provision is located within the academy grounds. It is a beautiful setting with a well-established outdoor provision. There are eight pupils in total within this provision and the successful candidate will also lead and manage a full-time play worker. The successful candidate will work alongside the early year's team and Vice Principal to ensure that our pupils have the best possible start to their time within our academy.

We are looking to appoint an ambitious individual who is invested in supporting pupil's engagement and interest in learning. We are looking for an individual who is proactive and who enjoys working alongside families.

I hope you take the time to apply for this opportunity and I look forward to receiving your application.

Kind regards,

Rebecca Austwick

Principal



Job Description

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership.

ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions

Job Title	Age 2 Lead Professional Early Years Foundation Stage
Job Grade	Grade 6 Scale point 7 to scale point 11
Working Hours	30 hours per week Term time only
Contract Type	Permanent
Annual Salary	£24,294 to £25,979 pro rata Actual salary £16690 to £17848
Primary Location	Bentley High Street Primary School
Responsible to	Leadership Team and Foundation Stage Phase Leader

Purpose of the job

To implement the effective quality of education and care-practices to two-year-old's within the school-based provision

With guidance from a senior leader, the implementation of a high-quality sustainable provision for 2-year old's, which adheres to the requirements of the Early Years foundation stage (EYFS) statutory guidance and other relevant legislation including the Ofsted Inspection Framework.



Job Specification

1. Main Duties and Responsibilities

- Under the Phase Leader's direction, implement a high-quality provision, which meets EYFS statutory guidance
- To observe children's development and to keep records that will support planning to meet individual's needs
- To lead, develop and deliver an inspirational programme of activities which supports children's play, care and social development.
- To work closely with parents and carers to provide information about their child's development and to provide a safe and caring environment.
- To establish the promotion of healthy childcare opportunities for the children and parents.
- To prepare and provide snacks and refreshments
- Where needed, to provide intimate care following school policy and procedures
- To over-see the deployment of a play-worker within the provision
- To actively liaise with other professionals within Early Years and the wider school team
- Be aware of and act in accordance with current legislation, policy and procedures surrounding Safeguarding and the Common Assessment Framework
- To support the Early Years phase Leader in ensuring that all policies and procedures are communicated to staff and kept up to date.
- To attend any relevant training to meet personal development needs and the needs of the provision.

2 Support for the Academy

- Be aware of and comply with whole school and Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

3. Safeguarding

It is the responsibility all members of staff to follow the correct safeguarding procedures in school.

1. All staff have a duty to attend child protection training every three years
 2. All staff have a duty to read and follow the safeguarding policies in school
- All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection which is the Principal.



Job Specification

4. Health and Safety

- Be trained in procedures for Health & Safety & First Aid
- To administer first-aid as agreed in the procedures within the Policy

5. Equal Opportunities

- To ensure that all pupils are respected and treated equally at all times
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

6. Performance Appraisal

- To set key targets for own development
- To support the target setting process for other employees within the foundation stage
- To work towards achieving targets for development

7. Professional Learning

- To undertake professional learning opportunities
- To support professional development opportunities for other staff within the Foundation stage

8. Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the academy's policy in respect of safeguarding and child protection matters.
- To be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- 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 constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification after consultation with the post-holder.
- All staff participate in the academy's performance appraisal scheme

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the school commensurate with the grading of the post at the discretion of the Principal



Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Description	Shortlisting
Education, Qualifications and Vocational Training	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E
Grade C GCSE's in Maths and English or an equivalent NVQ level 2	E
First Aid Certificate	D
NVQ level 3 or equivalent in childcare/play work	E
NVQ Level 3 or better/equivalent relevant qualification in EYFS children's care, learning and development	D
Safeguarding Training	D
Basic Food Hygiene certificate	D
Relevant Experience	
Substantial experience of working within a child care setting.	E
Substantial experience of working with children aged 2	E
Experience of planning or organising a childcare setting.	E
Experience of working with children with additional needs.	E
Experience of behavior management.	E
Experience of completing observational notes that can be used to inform planning of activities.	D
Knowledge and Understanding	
Knowledge of the Early Years Foundation Stage Curriculum,	E
Knowledge of the National Curriculum.	E
Knowledge of policies and procedures relating to child protection, safeguarding, health and safety, security, equal opportunities and confidentiality.	E
Knowledge of Ofsted framework and safeguarding requirements.	E
Evidence of recent training/courses.	D
Confident in use of iPads and the internet.	D
Demonstrates a clear understanding of what constitutes high quality childcare.	D
Committed to equality and diversity.	D
Ability to communicate clearly at all levels.	
Skills, Ability and Personal Qualities	
Strong organisational skills and planning skills with an ability to work independently and on own initiative.	E
Excellent communication skills, verbal and written with a wide range of different audiences	E



Person Specification

Strong ICT skills.	E
Excellent team working skills.	E
Ability to multi-task and prioritise to manage conflicting demands.	E
A passion for the job and enthusiasm to participate fully in whole school life.	E
Ability and skills to manage change and adapt in a changing role.	E
Practice reflects understanding of learning styles and promotes enthusiasm and excitement through the learning environment.	D
Willingness to contribute to extra-curricular activities	D
Parents and community	
Promotes effective relationships with parents	E
Successful experience of working with parents	D
Personal Characteristics	
Ability to use own judgment and apply common sense to situations	E
Possess good organisational skills, be self-motivated and able to use initiative	E
Works well within a team	E
Ability to develop and maintain relationships with children, parents/carers and colleagues within appropriate professional boundaries	E
Hardworking and conscientious	E
Sense of humor	E
Flexibility	E
Contra Indicators	
Employment is subject to a clear enhanced disclosure from the Disclosure and Barring Service	E



How To Apply

Guidance Notes for Applicants

If you are unclear about any aspect of the application process or you would like any additional information about Bentley High Street Primary School, or the role, then please contact Verity Wood, Academy Business Manager on 01302 874536 or by email verity.wood@bentleyhighst.doncaster.sch.uk

Visits to the school are strongly encouraged. To arrange a visit please contact Rebecca Austwick Academy Principal on 01302 874536 or by email principal@bentleyhighst.doncaster.sch.uk

We are looking for a multi-tasking educational superstar who lives to inspire and loves to encourage, a selfless provider of knowledge and skills who can make a difference to the lives of our children.

If you have the qualities and skills for the role and want to be part of a high-performing team, dedicated to providing the best possible educational opportunities for the young people of Doncaster, then please send your completed application form to:

By Email: l.burton@exceedlp.org.uk

By Post:

*Lorraine Burton, Personnel Manager
Exceed Learning Partnership
Edlington Lane,
Doncaster, DN12 1PL*

Closing Date for Applications: Monday 3rd June 2024

Shortlisting for Candidates: Wednesday 5th June 2024

Interviews: Monday 10th June 2024

References will be requested for shortlisted candidates who will be notified beforehand. If you are shortlisted, please contact each of your named referees to inform them that, we will request a reference prior to the interview. Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice.

The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children, applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure

If you have not heard from us within three days of the shortlisting date, then unfortunately on this occasion your application has been unsuccessful.



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

INSPIRE

INCLUDE

INTEGRITY

EXCEED



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Edlington Lane, Doncaster, South Yorkshire, DN12 1PL
T 01709 805175 | www.exceedlp.org.uk

