



# EARLY YEARS PRACTITIONER (part-time – Mon, Thurs, Fri)

## RECRUITMENT PACK

### FARFIELD PRIMARY AND NURSERY SCHOOL



Reevy Crescent, Buttershaw, Bradford, BD6 2BS

Telephone: 01274 678545 / Fax: 01274 694022

email: [office@farfield.bradford.sch.uk](mailto:office@farfield.bradford.sch.uk)

[www.farfieldprimary.com](http://www.farfieldprimary.com)



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Dear Applicant

I would like to thank you for your interest in the Early Years Practitioner vacancy here at Farfield Primary and Nursery School.

Farfield is a friendly, vibrant and lively school where our children are enthusiastic learners, well-motivated and encouraged to think for themselves. Visitors to our school always comment about the friendly and polite welcome from both staff and pupils.

We require a permanent, part-time Early Years Level 3 practitioner (working Mondays, Thursdays and Fridays).

As a member of the support staff team you would be a highly motivated, inspirational Early Years Practitioner who has the drive, vision and interpersonal skills to work with staff, children, parents and other stakeholders. We would like someone who cares about the children and is able to support, and lead children in lessons, allowing children to make good progress throughout their school career. This is a real opportunity to make a difference. If you are passionate about education and improving life chances, then we are keen to hear from you.

Our areas for improvement this academic year are: To develop the wider curriculum and give children opportunities to think more deeply – can you be the one to make that difference?

These are exciting times where we can really shape our school into what we know our children need, deserve and are capable of.

If you would like further information or to discuss the position, please don't hesitate in contacting us on 01274 678545 or e-mail [farfieldadmin@farfield.bradford.sch.uk](mailto:farfieldadmin@farfield.bradford.sch.uk)

I look forward to hearing from you in the near future.

***Farfield Primary and Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

Yours sincerely

Susan Convery  
Headteacher

## ABOUT OUR SCHOOL

At Farfield Primary and Nursery School we educate both boys and girls who live on the outskirts of Bradford. As a school, we firmly believe that the child is at the heart of their learning and to this end, we work extremely hard to ensure that all pupils have equal opportunities to do the very best they can.

We have an enthusiastic, highly motivated staff committed to a caring, child-centred ethos. We offer skilled teaching, a creative curriculum and high academic standards, as well as concentrating on the education of the whole child. We cater for each child's needs within a family context of firm, yet sensitive guidance. We know that EVERY child can achieve, and through good teaching and learning and the partnerships we build with parents and the wider community, our children leave school as confident, able learners equipped with the skills and knowledge to continue their lifelong learning journey.

Education is a partnership between home and school and we place a great deal of emphasis on our partnership with parents. We believe that children learn best when home and school work together for their benefit.

Children coming into the school bring a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and promote a willingness and enthusiasm to learn more.



## Mission statement



We share the **B**elief that all children will achieve,  
 If they learn **R**esilience they never give up,  
 If they learn **I**ndependence they will love learning,  
 If they set **G**oals they will have achievable steps to take,  
 If they have high **H**opes they will become what they aspire to be,  
 If they learn **T**olerance they will share with, learn from and respect others.



# Early Years Practitioner Job Description and Person Specification

**Post title:** Early Years Practitioner  
**Pay range:** Level 3, Band 6, SCP 6-11  
**Line manager:** Early Years Leader

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## Job Description

### Core purpose

To contribute to the promotion and development of an integrated education and day care service that offers high quality experiences for children aged 0 – 5 years. Farfield Primary & Nursery School provides integrated services for education, health care and special care to children from 0 to 5. Staff to work on a rota system in order to ensure that appropriate staffing levels and expertise are maintained throughout Farfield Primary & Nursery School. Staff will be able to work with a variety of professional disciplines enthusiastically and to put the child at the centre of their work.

**Farfield Primary & Nursery School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.**

*This Job Description is furnished to assist staff joining Farfield Primary & Nursery School to understand and appreciate the work content of their post and the role they are to play in the organisation.*

*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. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.*

*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.*

*Farfield Primary & Nursery School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.*

Farfield Primary & Nursery 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.

### Organisation

To support the planning and to provide a programme of activities suitable to the age range of children within each group.

To ensure that activities take into account the individual needs of each child by implementing a key worker system.

To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's activities.

To ensure the safety and welfare of children at Farfield Primary & Nursery School.

To plan and record appropriate activities for children which meet Ofsted standards.

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To ensure that activities take into account the individual needs of each child by implementing a key worker system.

To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's activities.

To ensure the safety and welfare of children at Farfield Primary & Nursery School.

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### **Administration**

To keep accurate records of allocated children and to implement, in conjunction with Farfield Primary & Nursery School.

To have responsibility for the assessment and recording and monitoring of the needs of allocated children.

To plan and record appropriate activities for children which meet Ofsted standards.

### **Resources**

The jobholder is responsible for the supervision of other early years practitioners.

### **Wider Responsibilities**

There is a requirement, subject to appropriate training, to lift and carry children.

There is a need, from time to time, to clean / wipe bodily fluids.

This post is classed as having a high degree of contact with children or vulnerable adults.

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**This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Farfield Primary & Nursery School and may change either as your contract changes or as Farfield Primary & Nursery School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.**

**Signature of post holder** \_\_\_\_\_ **Date** / /

*Signature of Farfield Primary & Nursery School.* \_\_\_\_\_ *Date* / /

**Person Specification  
Early Years Practitioner**

	<b>ESSENTIAL (E)</b>	<b>DESIRABLE (D)</b>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team. <b>(E)</b></li> <li>• Experience of providing high quality day-care to young children (3-5 years). <b>(E)</b></li> <li>• Understanding of the foundation stage learning goals. <b>(E)</b></li> <li>• Ability to write reports that will be helpful and information to parents, carers and professional staff. <b>(D)</b></li> </ul>	
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Will possess excellent literacy and numeracy skills (GCSE (or equiv) Maths and English). <b>(E)</b></li> <li>• Will hold a relevant qualification (NNEB, Level 3 NVQ, or education to graduate level) or training in the care and education of nursery age children with a minimum of 3 - 4 years' experience in a relevant position. <b>(E)</b></li> <li>• Recognised child care qualification equivalent to NVQ level 3. <b>(E)</b></li> <li>• Current first aid certificate. <b>(D)</b></li> <li>• Food hygiene certificate. <b>(D)</b></li> </ul>	
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"> <li>• Will possess in-depth knowledge and understanding of all policies, procedures and regulations relevant to the role, including child protection. <b>(E)</b></li> <li>• Will possess the ability to relate well to children and adults. <b>(E)</b></li> <li>• Will possess the ability to develop and follow plans of work and teacher directed learning programmes. <b>(E)</b></li> <li>• Will support children's learning using highly-developed advisory, guiding, negotiating and persuasive skills having full regard to their individual social/emotional/physical/intellectual needs. <b>(E)</b></li> <li>• Will possess excellent oral and written communication skills, adapted to the needs of the audience. <b>(E)</b></li> <li>• Will personally resolve problems and situations usually following existing rules and procedures with the ability to assess situation and decide on best solution. <b>(D)</b></li> </ul>	



**COPY OF ADVERT**

# Farfield Primary and Nursery School

Reevy Crescent, Bradford, West Yorkshire, BD6 2BS. Tel: 01274 678545  
 e-mail – [office@farfield.bradford.sch.uk](mailto:office@farfield.bradford.sch.uk) [www.farfieldprimary.com](http://www.farfieldprimary.com)  
 Headteacher: Susan Convery



Farfield was graded Good by Ofsted in January 2020, they said: 'Staff are well trained.' 'Staff work well as a close team...' Why not come and join our happy school?

## Part-time Early Years Level 3 practitioner (Monday, Thursday, Friday)

**We are looking for an experienced practitioner who has:**

- Good English and Maths skills
- Experience of working in different Early Years
- The ability to use their own initiative and a positive attitude towards school policies and procedures
- Commitment to supporting children's learning and good behaviour
- Qualifications to at least Level 3 NVQ standard

**We can offer:**

- Positive working relationships
- A caring school ethos where every child really does matter
- Our full commitment to your professional development
- A professional challenge with great potential rewards
- An opportunity to improve life chances
- Valuable experience in school improvement and the chance to make a real difference

Our children deserve the best and we aim to give them just that.

**Can you bring the skills, knowledge and enthusiasm to help us meet this challenge?**

We are an equal opportunities employer, welcoming applications from all backgrounds and all sections of the community.

**Farfield Primary and Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  
 This post is subject to an enhanced DBS check**

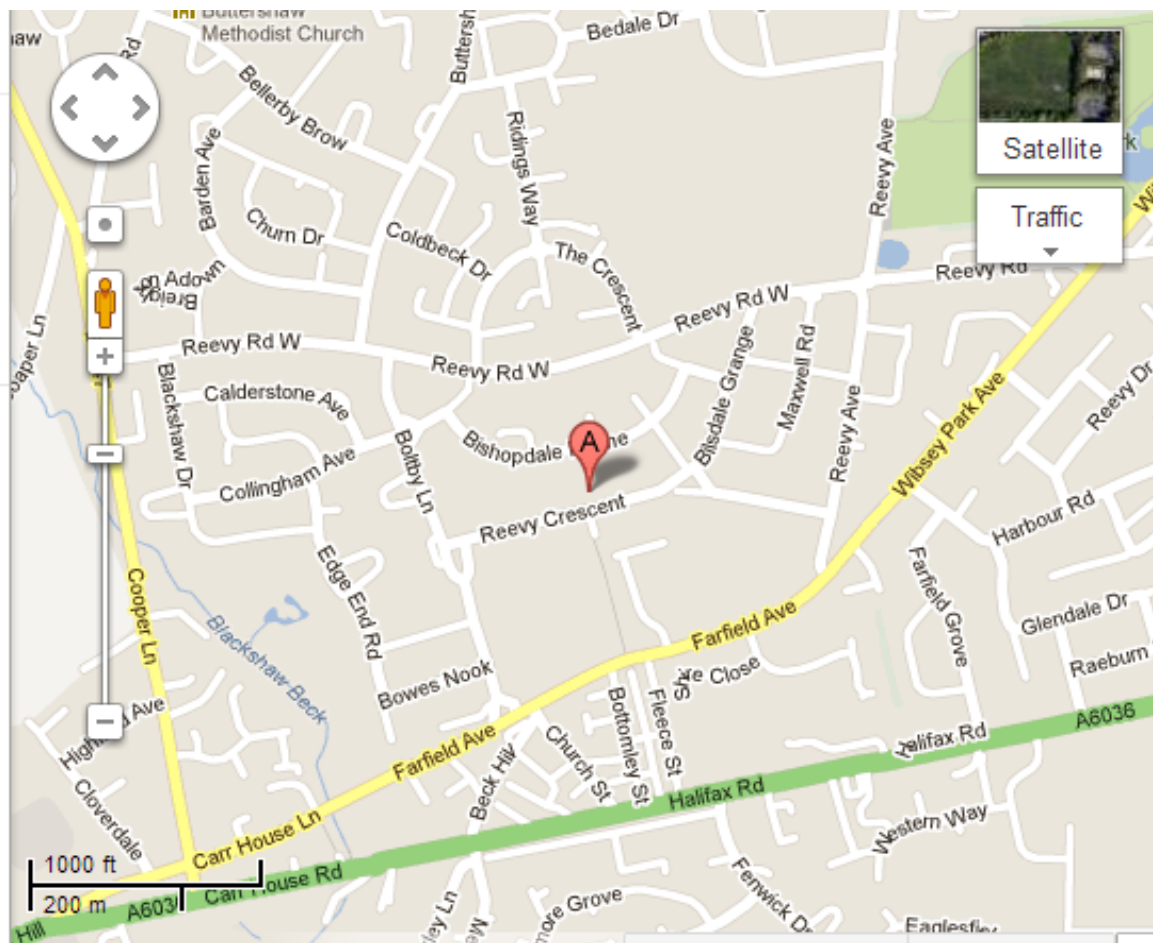
You are warmly invited to visit the school, please contact Ewan Clark, the Business Manager, if you have any specific queries on 01274 678545 or email [farfieldadmin@farfield.bradford.sch.uk](mailto:farfieldadmin@farfield.bradford.sch.uk)

**Closing Date: 16.06.2022 at 12 noon Interviews: 23.06.2022**

For an application pack please go to [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk)



## HOW TO FIND US



**Farfield Primary School and Nursery**  
**Reevy Crescent**  
**Buttershaw**  
**Bradford**  
**BD6 2BS**  
**Tel : 01274 678545**  
**Fax: 01274 694022**  
**E-mail: [office@farfield.bradford.sch.uk](mailto:office@farfield.bradford.sch.uk)**



## HOW TO APPLY

If you wish to apply for the post of part-time Early Years Practitioner at Farfield Primary and Nursery School, please log onto the prospects online website at [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk).

Upload your completed application form onto the website outlining how you meet the criteria on the job description and attributes required. A continuation sheet may be used if necessary.

We would request that you provide details of daytime and evening contact numbers and email addresses for use should you be called for interview.

**The closing date for applications is 12 noon on Thursday 16<sup>th</sup> June 2022.**

We are an equal opportunities employer, welcoming applications from all backgrounds and all sections of the community

To aid equal opportunities the shortlisting panel read anonymised application forms.

You will be informed at the earliest opportunity if your application has been successful.

**Interviews will take place on Thursday 23<sup>rd</sup> June 2022.**

**Please be available for interview on that day if shortlisted.**

Thank you for your interest in our post. We look forward to receiving your completed application.