



# Nursery Assistant Application Pack



Well Heads, Keelham, Bradford  
BD13 4HH  
Tel: 01274 832491  
Fax: 01274 833816

E mail: [office@keelham.bradford.sch.uk](mailto:office@keelham.bradford.sch.uk)

Headteacher: Mr. R Hunter



POST TITLE:	FIXED TERM TEACHING ASSISTANT (12 MONTH MATERNITY COVER)
PAYSCALE:	L1- L3 EXPERIENCE DEPENDENT

Keelham Primary School is looking to appoint an exceptional Nursery Assistant to join our team from September 2022, on a fixed term contract, to cover a period of maternity leave.

The post requires the successful applicant to work Wednesday, Thursday and Friday (15 hours to be agreed between the timings of 8.30 am to 3.30pm).

**Closing date for applications: Wednesday 18<sup>th</sup> May 2022 at 3.00pm**

**Shortlisting: Thursday 19<sup>th</sup> May 2022**

**Interviews: Tuesday 24<sup>th</sup> May 2022**

**Applications welcome through Prospects online – [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk)**

**If you would like to arrange a visit to Keelham, please contact the main school office by email ([office@keelham.bradford.sch.uk](mailto:office@keelham.bradford.sch.uk)) or by telephone 01274832491.**



Keelham Primary is a small semi-rural school on the Bradford / Calderdale border. We provide high quality education for 118 children between the ages of three and eleven who are taught in four mixed age classes.

The school has a caring supportive ethos combined with high standards for all. Our children are extremely well-behaved and thoroughly enjoy being at school; they are eager and ready to learn. We recognise that a child's education is a partnership between school and home and we work extremely closely with parents to ensure that all children are able reach their full potential.

*'Pupils are incredibly proud of their school and relish the opportunities and responsibilities they are given'*

*'Pupils are incredibly supportive of each other, demonstrated by the caring attitudes shown when they cooperated together in a mixed-age group.'* Ofsted 2017

## A welcome from our Chair of Governors

Dear Applicant,

Thank you for your interest in the post of Nursery Assistant at Keelham Primary School.



Keelham is quite unique within Bradford – it is one of the smallest schools within the Authority but also one of the most successful. It may appear small from the outside but there is a lot to see on the inside. This is a popular school, situated in a semi-rural location, with high expectations and standards.

We have a very active governing body and parents play an important role in fundraising through our Friends of Keelham Parents' Association. Keelham has a culture of strong family values and we aim to create opportunities for our children to develop holistically, not just academically. Staff and pupils care for and support each other and we have excellent relationships with parents and the extended local community.

We also have strong links with other schools in our Local Area Partnership. We hope you will visit to meet the children and staff and that following your visit, you will feel encouraged to submit your application.

Yours faithfully,

John Ashworth  
Chair of Governors



## Our school

Thank you for your interest in the post of Nursery Assistant.

Keelham Primary School strives to create an atmosphere where all children and adults feel safe, valued and included. As a school community, we work hard to "be Kind, Persevere and Succeed" daily.



We are a small school that provides education for children aged 3 to 11. We have a small year group intake of 15, and we are organised into 4 mixed-aged classes ranging from Nursery to Year 6.

We ensure that our school is at the very heart of the Keelham community. We are proud that we offer a family ethos where everyone knows each other well; encouraging a sense of belonging and the opportunity for all to succeed. We believe that all children have a voice to be heard and that their care and education must lie at the heart of everything we do.



All our talented staff strive to create a sense of self-esteem, self-confidence and self-worth in every pupil, as well as helping each pupil to realise their own potential. We have high expectations in everything that we do.

Through a relevant and balanced curriculum, which is carefully structured to build on sequential understanding and knowledge, our pupils are encouraged to develop lively and enquiring minds and the ability to apply themselves in a range of different ways. Through carefully planned learning journeys, our pupils confidently articulate their views and show respect for the world around them.

We hope that you come and visit the school and get a flavour of what our fantastic school has to offer. If you require any further information or have any questions regarding the vacancy, please do not hesitate to contact us.



Robert Hunter – Headteacher

## Job Advert

POST TITLE:	FIXED TERM TEACHING ASSISTANT (12 MONTH MATERNITY COVER)
PAYSCALE:	L1- L3 EXPERIENCE DEPENDENT

**Keelham Primary School is looking to appoint an exceptional Nursery Assistant to join our team from September 2022, on a fixed term contract, to cover a period of maternity leave.**

**The post requires the successful applicant to work Wednesday, Thursday and Friday (15 hours to be agreed between the timings of 8.30 am to 3.30pm).**

**If you would like to arrange a visit to Keelham, please contact the main school office by email ([office@keelham.bradford.sch.uk](mailto:office@keelham.bradford.sch.uk)) or by telephone 01274832491.**

**Closing date for applications: Wednesday 18<sup>th</sup> May 2022 at 3.00pm**

**Shortlisting: Thursday 19<sup>th</sup> May 2022**

**Interviews: Tuesday 24<sup>th</sup> May 2022**

**Applications welcome through Prospects online – [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk)**

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. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
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.

## **PRIME OBJECTIVES OF THE POST:**

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in the community as part of a teacher planned approach.

To support the class teacher and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.

Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

## **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

## **EFFORT DEMANDS:**

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions within established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

## **RESPONSIBILITIES:**

- Assist in the management of pupils in the learning environment.
- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.

- Will supervise and support pupils consistently at all times; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Attend to the pupils' personal needs, implementing and maintaining related personal care programmes with the correct use of care materials including the safety and well being of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- Will occasionally be required to supervise the class for brief periods in a lesson where the classroom teacher is not available.
- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.
- Will prepare the classroom as directed to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
- Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- Will provide clerical/administrative support as directed by the teacher.
- In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. literacy, numeracy, KS3, early years as directed by the teacher.
- Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupils competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities.
- Will assist in the supervision of students on work experience, trainees and voluntary helpers.

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

- Will have long periods of sitting or standing.



- 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 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.
- 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).

## **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 Headteacher.
- 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 adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

## PERSONNEL SPECIFICATION:

	ESSENTIAL (E)/DESIRABLE (D)
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team situation. (E)</li> <li>• Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. (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>• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. (E)</li> <li>• Qualifications relating to the post e.g. Health/Childcare, first aid qualification. (D)</li> <li>• Level 3 in Childcare Education or equivalent (D)</li> <li>• Willingness to participate in development and training opportunities. (E)</li> </ul>
<b>KNOWLEDGE/ SKILLS:</b>	<ul style="list-style-type: none"> <li>• Will possess knowledge of the School's relevant procedures or practices. (E)</li> <li>• Will have an outline understanding of relevant legislation. (D)</li> <li>• Will have some knowledge of some of the policies covering their service area. (E)</li> <li>• Problem solving skills. (E)</li> <li>• Good communication skills. (E)</li> <li>• Good numeracy/literacy skills. (E)</li> <li>• Basic ICT skills. (E)</li> <li>• An understanding of the needs of a multicultural society. (E)</li> <li>• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (D)</li> <li>• Knowledge of childcare. (E)</li> <li>• Awareness of child development. (E)</li> <li>• Knowledge and commitment to schools Equality policy. (E)</li> <li>• Ability to relate well to pupils and adults. (E)</li> <li>• Ability to work constructively as part of a team. (E)</li> </ul>

- Ability to remain calm under pressure. (E)
- Demonstrate a commitment to working with children of the relevant age. (E)
- Demonstrate good co-operative, interpersonal and effective listening skills. (E)
- Maintain confidentiality in matters relating to the school, its pupils, parents or carers. (E)
- Ability to perform all duties and tasks with reasonable adjustments where necessary. (E)
- Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. (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)



Well Heads, Keelham, Bradford  
BD13 4HH

Tel: 01274 832491

Fax: 01274 833816

E mail: [office@keelham.bradford.sch.uk](mailto:office@keelham.bradford.sch.uk)

Headteacher: Mr. R Hunter