



BARTON PARK  
PRIMARY SCHOOL

*Together, we grow*

## Job Role

### Nursery Lead Practitioner

### Closing Date: 10 January 2022

For further information please visit the website <https://www.bartonpark.oxon.sch.uk/> or to discuss the role further please contact our Headteacher, Bryony McCraw, on 01865 415800 or 07737 292536 (out of school hours) or by emailing [bmccraw@bartonpark.oxon.sch.uk](mailto:bmccraw@bartonpark.oxon.sch.uk)



## Welcome from Headteacher, Bryony McCraw

Thank you for your interest in our school.

Barton Park School is a new primary school, including a nursery and the capacity for specialist SEND provision, on the Barton Park Housing Development situated on the outskirts of the City of Oxford. Our school opened in September 2020 to children in reception and a mixed years 1 & 2 class. The school will grow over the coming years with a final capacity of 315, with a potential to expand further to 420, subject to community demand.

Our place within the heart of a new and developing community, with easy walking, cycle and bus routes, is a perfect location for families and staff alike. Our lovely new building and the fantastic facilities available on site, along with our neighbouring sports pavilion, make for a very special place for children to learn and flourish - and for teaching staff to teach.

We have high aspirations for all our children. Our curriculum is designed to provide children with high quality, rigorous and engaging learning opportunities. Enquiry and creativity are central to our learning, and these principles are underpinned by a solid foundation in the key skills. We aim to build on each child's natural curiosity and help them become enquiring, resilient and confident learners, able to communicate their ideas to both peers and adults. Quality teaching, targeted support and enriching, open-ended learning opportunities - alongside well planned indoor and outdoor environments - allow all children to develop their thinking skills, independence and individual talents.

Our six school values were chosen in collaboration with the school community: respect, kindness, equality, independence, perseverance, curiosity. It is important to us that these values reflect both emotional and intellectual growth and that they can be embraced by everyone within our diverse community.

Barton Park is committed to offering a variety of extra-curricular activities after school and developing these opportunities as we grow. Our children already enjoy access to dance, sports, art and music clubs, led by experts and have had the chance to perform on the stage at Pegasus Theatre and The Town Hall. Such experiences are key to fostering confidence and self-belief, as well as extending horizons and understanding of others.

**We are looking to recruit an enthusiastic and highly experienced individual with substantial experience of working within an Early Years Foundation Setting and a secure knowledge of child development and early childhood education.**



## Job Description: Nursery Lead Practitioner

### Title and Grade of Post

Title:	Nursery Lead Practitioner
Reporting to :	EYFS Lead
Accountable to:	Headteacher
Scale:	Grade 8 or 9, (Point 18 - 26) £24,982 - £30,451 pro rata, term time only, depending on experience and qualifications. This equates to an actual annual salary of £21,296 - £25,958
Start date :	28 March 2022
Hours:	Employed for 39 weeks of the year, which equates to 38 weeks term time only plus 5 Inset Days. 37 hours per week.

### Job Purpose

The key functions of the role are:

- To be a member of the Early Years Foundation Stage (EYFS) Team working together under the direction of EYFS Lead Teacher and advising on practice, ensuring the best possible progress for all children.
- To take responsibility for leading the daily, weekly and termly programme for nursery-aged children.
- To facilitate learning by supporting the needs of all children in accordance with the school policies and government initiatives in the pursuit of high standards of children's achievement, particularly in the prime areas of learning and development.
- To implement agreed school policies.
- To be a role model of high expectations and aspirations for young people, colleagues and other members of the school community.

### Required qualifications:

- Level 3 NVQ Equivalent

### Operational Duties and Responsibilities

- Plan, prepare and deliver learning experiences that will enhance children's physical, intellectual, emotional, social and moral development.



- Take responsibility for overall observation, assessment and recording of the development of individual children with reference to the school's policies and EYFS Framework including children with special educational needs.
- Work alongside the EYFS Lead to create a broad and balanced curriculum; including long and short term planning, observations and assessments as required.
- Lead the development of high quality child-centred play-based provision deploying other staff where relevant.
- Role model effective practice to other Nursery practitioners.
- Prepare, set-up and manage materials and equipment, both indoor and outdoor learning areas.
- Contribute to decisions and recommendations about practice, routines and organisation or space, to maximise the achievement of all children.
- Foster children's independence, self-regulation and interdependence.
- Support children with a variety of Special Educational Needs within the classroom environment, and reporting/working with SENDCO to best support individual needs.
- Work with EYFS Lead to ensure positive transition arrangements in order to support all children, including conducting home visits.
- Model positive behaviour management strategies in line with school policies.
- Provide an inclusive environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender.
- Be aware of safeguarding procedures, identifying and monitoring children at risk or cause for concern, reporting to the designated safeguarding lead.
- Administer first aid and comfort to sick children appropriately including support for toileting.
- Attend and contribute to Early Years Team meetings and whole staff meetings, when required.
- Willingness to undertake personal care duties for individual pupils as required.
- Maintain effective, professional relationships with colleagues.
- Understand the need for and implement positive relationships with parents and carers, including sharing key information about their child's learning and progress and any causes of concern.
- Undertake such other duties as may reasonably be required by the EYFS Team Leader / Headteacher.



## Other Duties and Responsibilities

- Keep up to date with best early years practice, local and national policy, in order to disseminate to colleagues in the setting.
- Engage positively in the appraisal process to achieve outcomes and personal appraisal targets, as agreed by the line manager.
- Have a commitment to personal and professional development e.g. attend training.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with school and RLT policies including Health and Safety Policy and relevant Health and Safety legislation.
- At all times carry out responsibilities/duties within the framework of the school's Dignity at Work Policy.

*This job description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the role. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School. They will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. An annual appraisal, and a mid point review, will set and review targets, based on this job description.*

*All staff are required to complete a 6-month probationary period during which time suitability for the post will be assessed.*

*Barton Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.*

*This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies include the Trusts Stress at Work Policy and the Dignity at Work Policy.*



## Person Specification: Nursery Lead Practitioner

Essential	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● A passionate belief in children's entitlement to high quality learning opportunities</li> <li>● High expectations of the children in your care</li> <li>● Pride in your professional achievements</li> <li>● Pride in the achievements of the school</li> <li>● Ability to motivate and instil respect and empathy in children</li> <li>● Ability to forge positive relationships with children.</li> <li>● Ability to work in partnership with other team members to ensure effective communication throughout the learning week</li> <li>● A sense of humour and fun</li> <li>● Versatility</li> <li>● Flexibility</li> <li>● Good time management skills</li> <li>● Ability to manage stressful situations and strategies to reduce your own stress levels and those of others</li> <li>● A commitment to your own Continuing Professional Development.</li> <li>● Ability to motivate and support colleagues to identify their own strengths and areas that need development.</li> </ul>
<b>Professional Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Early Years Qualification, minimum level 3</li> <li>● Substantial successful experience of working within an Early Years Foundation Stage setting.</li> <li>● A secure knowledge of child development and early childhood education.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Ability to identify and model the delivery of high quality practice and provision in which Nursery children can thrive.</li> <li>● Knowledge and understanding of the new Statutory Framework for the EYFS.</li> <li>● Proven commitment to meeting the needs of the whole child and his/her family, particularly an understanding of the importance of the child's well-being, personal, social and emotional development.</li> <li>● Commitment to developing and maintaining the ethos of the setting as a partnership of children, professionals, parents/carers and the community.</li> <li>● Knowledge and understanding of effective observation and assessment.</li> <li>● Sound knowledge of current developments and issues in the education and care of Nursery children, including those who are vulnerable or disadvantaged.</li> <li>● Understanding of the importance of appropriate information sharing and confidentiality in supporting children's and families' well-being.</li> <li>● Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>● Ability to work in accordance with the national and local Child Protection and Safeguarding policies and procedures.</li> <li>● Evidence of commitment to fostering equality and inclusion in relationships with parents and staff.</li> </ul>



	<ul style="list-style-type: none"> <li>● Sound knowledge and understanding of how to identify and meet the needs of more vulnerable children including those with SEND.</li> <li>● Good, positive behaviour management skills</li> <li>● Effective use of ICT to support learning</li> <li>● Experience of working with 2 year olds and provide quality care and support for this age group</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>● Reflective practitioner: the ability to contribute to evaluating provision and initiate and manage appropriate change.</li> <li>● Ability to develop wider partnership and support a multi-disciplinary team approach around the child and family to ensure best outcomes.</li> <li>● Ability to learn alongside others</li> <li>● Willingness to support others to improve</li> </ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>● Up to date pediatric First aid training.</li> <li>● Specific interest or specialism in special needs or another area of the curriculum</li> </ul>



## Application and Selection Process

Further information and school visits:

We welcome the opportunity to discuss the role with potential candidates and will do our best to show you around our school, Covid restrictions allowing. Please contact our Headteacher, Bryony McCraw, on 01865 415800 or 07737 292536 (out of school hours) or by emailing [bmccraw@bartonpark.oxon.sch.uk](mailto:bmccraw@bartonpark.oxon.sch.uk)

For further information please visit the website <https://www.bartonpark.oxon.sch.uk/>

As part of the application process we invite applicants to:

- 1) Complete an application form which can be downloaded from <https://www.bartonpark.oxon.sch.uk/about-us/vacancies/>
- 2) You are welcome to write a covering letter of no more than 1 side of A4 to accompany your application, but this is optional.

Please send these by email to: [office@bartonpark.oxon.sch.uk](mailto:office@bartonpark.oxon.sch.uk) by midday on Monday 10th January 2022.



## Advert: Nursery Lead Practitioner

Full Time

Start: 28th March 2022

**We are seeking an ambitious, inspiring and highly experienced individual to help create our brand-new nursery. You will join our small, motivated and dedicated team, serving a newly opened school at the heart of a growing community.**

Barton Park Primary School opened in September 2020 to reception, year one and two. Quality nursery provision is the next, essential step in strengthening our educational offer.

This is a once in a life-time opportunity to help support the growth of a new school. Your proven enthusiasm, high expectations and dedication to excellence in Early Years Education will help us make a difference to the life chances of children of our emergent school community and in turn we will support you through ongoing professional development.

What we are looking for in a candidate:

- **an outstanding and highly experienced individual with substantial experience of working within an Early Years Foundation Setting**
- **a secure knowledge of child development and early childhood education.**
- an enthusiastic individual, who is motivated to improve children's life chances through their practice.
- endless patience and a non judgemental attitude.
- high expectations for all pupils, including the very youngest and those with additional needs.
- a flexible approach to your work and excellent team working skills.
- someone courageous and nurturing with a good understanding of how children learn.
- proven experience and impact in Early Years Education and with children with SEND an/or EAL within their mainstream class.
- someone who will relish the opportunity to be a role model within our developing school and lead by example as we grow.
- a problem solver and team-player who will contribute positively to our small staff team.
- A values led individual with high expectations of achievement and behaviour in themselves and others.



## What we offer you:

- An opportunity to work and develop your skills in an academy with a strong sense of moral and educational purpose, with an embedded Trust culture of learning from one another.
- An opportunity to grow and develop through high quality bespoke professional development.
- A school improvement model which, through sharing of resources, best practice and expertise from across the trust, supports and challenges professionals to be exceptional.
- The chance to work in a brand new school
- A commitment to staff well-being, including membership of a well-being health package.

**Please see the full application pack for a detailed job description and person specification.**

### How to apply:

You can make an appointment to come and visit our school by calling 01865 415800 (09:00-15:30), 07737 292536 (school days outside of school hours) or by emailing [office@bartonpark.oxon.sch.uk](mailto:office@bartonpark.oxon.sch.uk). A virtual tour of the school is available on our website: <https://www.bartonpark.oxon.sch.uk/>

**Closing Date: 10 January at 12:00 noon**

**Interviews: Week of 17 January**

A full application pack, including an application form, can be downloaded from <https://www.bartonpark.oxon.sch.uk/about-us/vacancies/>

Please send completed application forms by email to: [office@bartonpark.oxon.sch.uk](mailto:office@bartonpark.oxon.sch.uk)

NB: We do not accept CVs without an application form.

*Barton Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*