

INFORMATION PACK

Early Years Educator

**Full-time, 5 days per week, 36.25 hours per week
Term time only plus one week**

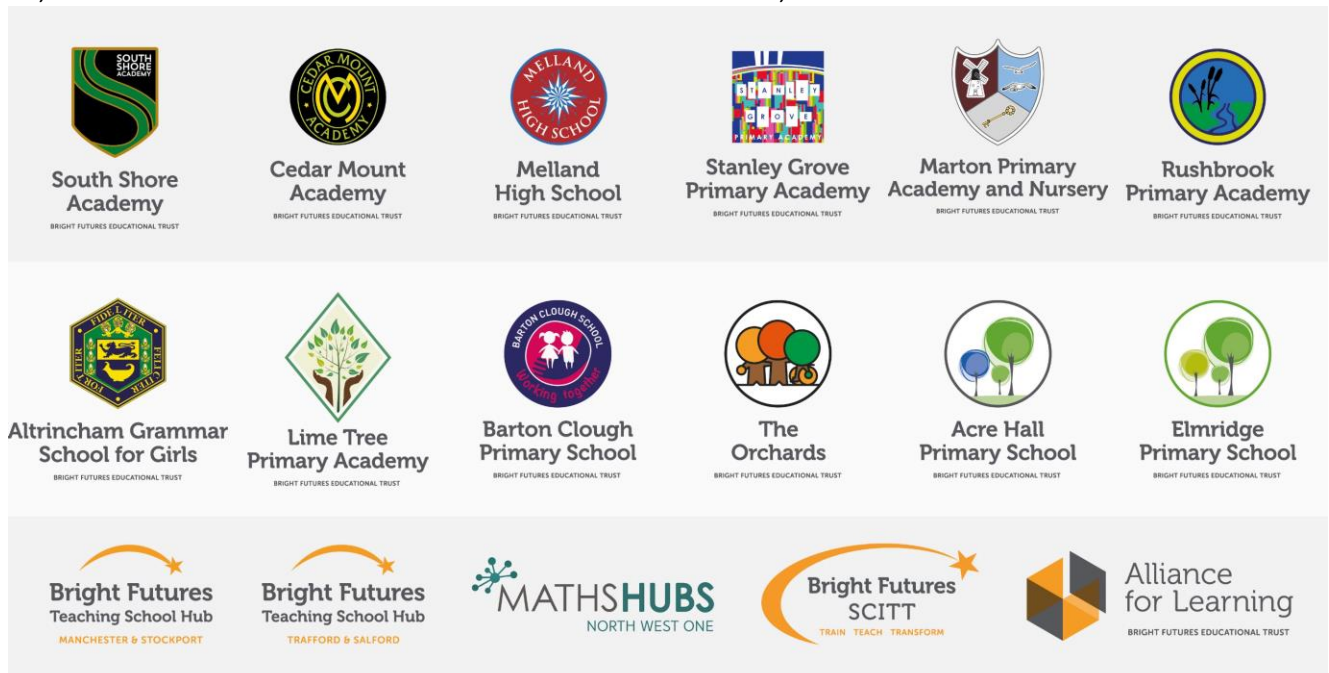
Required as soon as possible

Job Overview

To take responsibility for the education and welfare of a designated class of children in accordance with the current Academy Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and Trust/Academy policies.

Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have central operations for finance, HR, educational psychology and Digital Technologies. Please see our website brochure



which explains our central operations: [Working together for a Bright Future.](#)

Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>); a North West Maths' hub providing mathematics training and coaching to 500 schools: a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford and Trafford.

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy.](#)

About Lime Tree

Lime Tree Primary Academy is an Ofsted outstanding, nationally designated Teaching School that educates children aged from 2 to 11 years old.

Situated in the Borough of Trafford, our facility benefits from extensive grounds incorporating a working farm and several dedicated Forest School areas. The school building boasts spacious, light filled learning spaces and state of the art technology and resources.

At Lime Tree Primary Academy, we offer our pupils the very best start in their education through the careful nurturing of individuals via ingredients of creativity, innovation and academic challenge. We passionately believe that it is every child's right to receive an education that fosters a lifelong love of learning.

Lime Tree's Values

We believe in and strive for...

Skilled knowledgeable, independent and resilient
Learners

Creative, imaginative, structured and adaptable
Thinkers

World aware, community spirited, caring and healthy
Individuals

A place where everyone loves to learn.

Lime Tree exists, to push the boundaries, remove the barriers and challenge the ordinary, enabling learning construction that is truly accessible for all. Through research, innovation and creativity we champion education as the vehicle to ignite passions, discover talent, nurture self-belief and become the very heart of our community



Why work for us?

Bright Futures

A great place to work

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

Terms and Conditions

- Salary:** NJC scale points 4 to 6 (Bright Futures grade 3). The full time equivalent pay is £18,933.00 rising to £19,698.00 per annum. **The actual pay based on the below working pattern commencing £16,212.31 rising to £16,867.38, per annum actual pay. Pay progression is linked to performance.**
- Working weeks:** The role will work 38 weeks during school term time and an additional 1 week to be agreed. A total of 39 weeks. Hours: 36.25 hours per week over 5 days.
- Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>
- Other:** We offer salary sacrifice schemes for purchasing cycles and technology, through monthly interest free salary deductions.

How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this.

Our new portal contains our application form and disclosure of criminal background form. The portal link is [Bright Futures' Application Form - Lime Tree Primary Academy \(jotform.com\)](https://www.gmpf.org.uk/bright-futures-application-form-lime-tree-primary-academy-jotform.com) . Please upload BOTH forms by 12pm on Friday 25th June 2021.

The selection process will in all likelihood be conducted virtually, so candidates will need access to a device with a camera and a microphone to participate. **The shortlisting will take place on Friday 25th June with the selection process on Thursday 1st July 2021.**

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people 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 and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

JOB DESCRIPTION

KEY PURPOSE OF THE JOB

Providing safe, high quality education and care for Pre-School children; to adhere to Pre-School's policies and procedures.

- To plan a range of activities based on observation and assessment cycle for children aged 2 – 4 years;
- To work under the direction of the manager and deputy
- Fulfilling statutory duties relating to safeguarding for the setting to promote the safeguarding and welfare of the children, staff and parents/ carers at all times;
- Comply with pre-school's policies, procedures and standards, including health & safety, hygiene, inclusion and confidentiality;
- To act in accordance with the Academy's ethos, policies and practices, under the guidance of the Pre-School Manager.

MAIN DUTIES AND RESPONSIBILITIES

CURRICULUM:

- To assist in drawing up long term planning, following the EYFS curriculum, and sessional plans which ensure that each child is working towards Early Learning Goals
- To assist in providing high quality experiences and opportunities offering appropriate stimulation and support to the children.
- Observation and record keeping for key children so that children's attainment and progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- To assist with the daily setting up of indoor and outdoor environments to provide for the safety, wellbeing and inclusion of the children attending the Pre-School. ^[L]_[SEP]
- To ensure that all equipment and resources are maintained, tidied away and stored safely at the end of the Pre-School day, and that the necessary preparation is carried out for the following day. ^[L]_[SEP]
- To carry out observations and assessments to identify each child's next steps, to be used to inform the curriculum planning. ^[L]_[SEP]
- To be a Key Person for a group of children. ^[L]_[SEP]
- To carry out parent consultations and to ensure that each key child's Learning Journey is kept up to date, and to complete the two-year progress check and bi-annual summaries, including a transition summary for the child's transfer to the next setting under guidance from manager and deputy. ^[L]_[SEP]

STAFFING AND COMPLIANCE:

- To liaise closely with parents/carers, exchanging information about children's progress and encouraging parents' involvement.
- To assist the manager daily with ensuring Pre-School is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are adhered to at all times.
- To liaise with the Preschool Manager, Senior Leadership Team, Children's Social Care and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports and attend meetings as required.

BEHAVIOUR AND SAFEGUARDING:

- Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- To actively support the safeguarding of children and young people in the workplace
- To ensure confidentiality of information received.

ADMINSITRATIVE & TRAINING:

- To assist in the implementation of all Pre-School policies and procedures, especially those on equal opportunities.
- To attend in service training and meetings as required.

OTHER:

- To undertake any other reasonable duties as directed by the Manager in accordance with pre-school objectives.

HEALTH & SAFETY:

All employees have the responsibility:

- To comply with safety rules and procedures laid down in their area of activity.
- To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
- To use protective clothing or equipment as may be provided.
- To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly.
- To cooperate with the Head Of School in the fulfilment of the objectives of the Academy/Trust Health and Safety policies.



FURTHER INFORMATION:

- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/ toileting duties and intimate care training will be given
- Activities will occur both inside and outside.
- To actively promote and support the safeguarding of children and young people in the workplace, adhering to the settings policies and procedures to keep children safe from harm.

PERSON SPECIFICATION

E = Essential D = Desirable

A = Application I = Interview C = Certificate

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	
Qualifications and Experience		
Experience of working in a pre school setting or Early Years Foundation Unit	E	A/C
Early Years Education and Childcare (Level 2 or equivalent essential)	E	A/C
Working experience of the EYFS and related CPD	E	A/I
Experience of working with parents/carers to promote learning	E	A/I
Experience of working as part of a team	E	A/I
Experience of having kept written records of children's achievement, including observations	E	A/I
Paediatric First Aid Certificate	D	A/I
Completion of safeguarding awareness course within the last 2 years	D	A/C
Experience of special needs children	E	A/C
Skills and Personal Qualities		
Ability to plan and deliver activities for key children	E	A
Ability to work with parents and encourage their involvement.	E	A/I
Ability to write clear reports for parents and other agencies.	E	A/I
Able to provide consistently high levels of quality care and education opportunities to all children	E	A/I
Ability to self-evaluate learning needs and actively seek learning opportunities	E	A/I
Ability to effectively use ICT to support learning and administration tasks	E	A/I
Experience of CPOMs and Family	D	A/I



Knowledge		
Understanding of principles of child development and children's needs, learning processes and in particular barriers to learning.	D	A
Knowledge of EYFS framework and assessment	D	A/I
Knowledge of all relevant policies and codes of practice and awareness of relevant legislation – health & safety, safeguarding, medical, admissions etc.	E	A/I/C
Knowledge of developing technologies and their place in the learning environment	D	A/I
Knowledge of forest school ethos and associated learning techniques.	D	A/I/C
Knowledge of forms of communication with children	D	A/I/C