



**LEARNING**  
ACADEMIES TRUST

**PRE-SCHOOL  
MANAGER  
RECRUITMENT PACK  
POMPHLETT PRIMARY SCHOOL**

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://www.learningat.uk) 01752 914160 @ hr@learningat.uk

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration   Excellence   Collaboration   Inclusivity   Kindness   Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

## A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed [@learningatceo](#).

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

Mr Simon Spry

## About Pomphlett Primary School

Headteacher: Mrs Britta Nicholls

Location: Howard Road, Plymstock, Plymouth, PL9 7ES

Approximate number of students: 400

Approximate number of staff: 65



## Message from the Headteacher

Pomphlett Primary is a very happy school with a warm and friendly family atmosphere, where dedicated staff, governors and parents provide a stimulating and challenging learning environment which encourages our children to thrive.

We very much believe in the uniqueness of each individual, be they a child or an adult, and strive to create a learning community where everyone is respected and works in partnership with each other. Our aim is to provide an experience of school which is full of enjoyable and valuable memories that last a lifetime, whilst, at the same time, enabling each child to reach their full potential in their learning, basic skills and all-round development.

We welcome visitors to the school and recommend you come and experience all we have to offer and meet our outstanding team. We look forward to receiving your application.

Britta Nicholls, Headteacher

## Preschool Manager Job Description

<b>Location</b>	Pomphlett Primary School
<b>Grade</b>	Grade E
<b>Terms of contract</b>	Permanent
<b>Salary FTE</b>	£30,024 - £32,597
<b>Actual annual salary</b>	£26,157 - £28,399
<b>Hours/weeks</b>	37.5 hours per week / 39 weeks per year
<b>Closing date</b>	16 <sup>th</sup> July 2026
<b>Proposed interview date</b>	Tbc
<b>Anticipated start date</b>	September 2026

## Job Summary

To lead and support the Preschool staff in providing an outstanding education to all our children in our Preschool, to ensure learning objectives for pupils are achieved and to lead in the management of pupils and the environment. Promoting and embedding the school's ethos and values in everyday activities. Overall aims of the role include planning, assessment, communication with the Early Years team and raising standards for all learners.

### Key Roles and Responsibilities

- Be independent in leading our Preschool provision.
- Work with the EYFS lead members of SLT to ensure the smooth running of the Preschool unit.
- Create a safe and welcoming environment in Preschool.
- Lead on managing ratios in Preschool and staff deployment.
- Be responsible for timetabling and staff organisation, as well as roles and responsibilities.
- Contribute towards pupil assessment, the training and support of Preschool support staff to ensure their assessments are accurate and the monitoring of pupils' assessments.
- Assist in supporting the social and educational development of children, ensuring their basic needs for security, health and hygiene are catered for.
- Ensure legal compliance and Ofsted expectations are met within the EYFS.
- Lead staff in the development of children in ensuring they are prepared for the transition to Reception.
- Attend regular meetings with the EYFS lead to discuss ongoing developments within Preschool.
- Lead on Preschool planning, in collaboration with EYFS lead and reception planning, for effective teaching and learning that is consistent across the unit.
- Ensure that language development is at the heart of the curriculum.
- Deliver diverse and inclusive planned teaching and learning activities and adjust the learning as required to support the needs of all pupils.
- Evaluate the effectiveness of provision with the Preschool setting and implement changes where applicable.
- Celebrating and sharing pupils work with parents, both in school and through Seesaw.
- Deliver parents' evenings and write end of year reports.
- Ensure smooth transitions into Preschool through strong parent partnerships e.g. stay and play and tours.
- Deliver on the aims of the school development plan through an effective working partnership with school leaders.
- Working with subject leaders to understand how their subject is developed within Preschool.
- Plan for the learning and pastoral needs of children with additional needs including ensuring appropriate interventions take place e.g. BLAST
- Support the Early Years Leader with identification of additional needs, applications for SENDIF funding and delivery of support.
- Liaising directly with outside agencies, such as health visitors, and providing support for children.
- Promote good behaviour and support the building of positive relationships between pupils, promoting inclusion and acceptance of all pupils.
- Provide administrative support to the EYFS Lead and lead on tasks such as letters to parents and home/school communication within the nursery.
- Ensure accurate records are kept e.g. nappy changing
- Carry out visits to other settings, as and when required.
- Act upon professional advice e.g. from Trust EY lead, to improve outcomes for children in preschool.

- Attend Trust-wide early years events and PTSA hub meetings when required to do so.
- Engage in professional development e.g. NPQEY
- Undertake other duties appropriate to the grading of the role.

### Additional Information

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity

## Person Specification

<b>Job Title</b>	Preschool Manager
<b>Location</b>	Pomphlett Primary
<b>Grade</b>	Grade E

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	<p>Level 3 qualification in relevant discipline.</p> <p>Able to evidence a willingness to take part in professional development opportunities.</p> <p>A minimum of Grade C in GCSE Maths and English or equivalent qualification.</p>	<p>Level 4+/EYP/NNEB/HLTA/NPQ Early Year qualification.</p> <p>Specialism in Speech and Language, with the ability to communicate using sign language preferably Makaton.</p> <p>Safeguarding lead trained.</p> <p>Paediatric First Aid trained.</p>
<b>Experience</b>	<p>A minimum of two years' experience in an Early Years setting in the last five years.</p> <p>Experience with high numbers of children with additional needs e.g. SEND, EAL, pupil premium children.</p>	<p>Recent experience of supporting individuals, groups and whole class settings.</p> <p>Recent experience in leading a preschool setting.</p>
<b>Skills/Knowledge/ Aptitude/</b>	<p>Able to provide evidence of having a positive impact on the learning outcomes of the children.</p> <p>Knowledge of effective strategies to develop learning opportunities through play.</p>	<p>Knowledge of Health &amp; Safety and Child Protection issues</p> <p>Sense of humour.</p> <p>Use initiative to solve straightforward problems arising</p>

	<p>Ability to have a positive impact on the pastoral support of children; clear awareness of how to respond to safeguarding issues.</p> <p>Ability to encourage positive and appropriate behaviour from children with additional needs.</p> <p>Ability to work collaboratively with colleagues throughout the school, responding quickly to problems and to advice from senior leaders.</p> <p>Good emotional intelligence: ability to lead and communicate effectively with colleagues and show empathy towards pupils.</p> <p>Ability to communicate and build positive relationships with parents and families.</p>	<p>from the care of young children on a daily basis.</p> <p>ICT skills required to record basic information and some precision in the correct use of children’s play equipment and associated materials.</p> <p>Knowledge of the Development Matters and Characteristics of Effective Learning.</p> <p>Ability to build positive relationships with wider agencies and professionals.</p>
<b>Motivation</b>	<p>Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues.</p> <p>Ability to use initiative and able to prioritise work.</p>	<p>Willingness to lead or support extra-curricular activities.</p>
<b>Physical</b>	<p>Ability to work and carry out the duties of a Preschool Leader.</p>	

## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.