



RECRUITMENT PACK

Childcare Officer



Our Academy



It is a great privilege to be the Headteacher here at Berry Brow. As part of Impact Education Multi Academy Trust, we are passionate about making a difference and inspiring children to be 'Ready, Respectful and Safe'.

Inclusion and nurture is at the heart of our school and our curriculum is underpinned by the core values of the 4R's: respect, responsibility, resilience and reflection and we seek out varied opportunities to develop our children holistically.

We as a whole staff are driven by a desire for all our children to achieve their full potential. I am proud of our whole staff team and their dedication to giving our children every opportunity to thrive.

If you are dedicated to making a positive impact in children's lives and would like to be part of our dedicated team, we would love to hear from you.

Best wishes,

Emma Rockey
Headteacher

Job Description

Post:	Childcare Officer
Salary:	Scale 4, SCP 7-11 (FTE £26,403-£28,142)
Actual Salary:	£19,713
Hours:	32.5 hours, Term Time Only
Contract:	Fixed Term until 31 August 2026
Responsible to:	The Headteacher
Closing Date:	Wednesday 6 May 2026 at 9am
Interview Date:	14 May 2026

Core Purpose

To work under supervision, direction and guidance of the lead EYFS Teacher and the Headteacher. Assisting the Academy in the overall delivery of the Early Years curriculum, delivery of intervention or support programmes as required and enabling access to learning for all students in and out of the nursery provision.

Duties and Responsibilities

- Constantly uphold and promote our values and vision.
 - Provide children with clear and nurturing care that enables them to develop self-regulation and follow routines.
 - Work with the EYFS teaching team to support children in achieving the planned learning objectives/goals in the indoor and outdoor learning environment (individuals, small groups, larger groups)
 - Liaise with the lead teacher and Headteacher, giving feedback and following plans and direction
 - Supervise activities and assist with the general management and control of students across the academy.
 - Deliver engaging activities for all children
 - To provide care with children's physical welfare, including self-care and other personal needs.
 - Work with individuals or small groups to ensure interventions are delivered that meet the needs of the students and comply with the recommendations of their statements/EHCPs.
 - To participate in and assist in supervision of educational visits, in conjunction with the lead practitioner.
 - Respond to the needs of all children with a sense of urgency and care
 - Liaise with relevant staff to ensure all children's needs are met
 - Manage own workload and that of others to allow an appropriate work / life balance.
 - Work in effective partnership with other staff in the Trust.
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- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> Numeracy and Literacy skills to a level to assist students with their work. (GCSE/O'Level Grade C or above) Level 3 in early years and child care or equivalent qualifications or experience 	<ul style="list-style-type: none"> Training in relevant support strategies THRIVE trained First Aid at Work 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Strong ICT skills Experience of working with children in a early years setting Experience of working with children with a wide range of needs (SEND, EAL, vulnerable) 	<ul style="list-style-type: none"> Working in a school or early years setting with a similar context Experience of specific SEND needs and appropriate support strategies 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> High expectations which motivate and challenge students Ability to engage children with learning in an age-appropriate way Understanding and commitment to Equal Opportunities Understanding of Child Development and Learning 	<ul style="list-style-type: none"> Understanding of the primary curriculum and other basic learning/national curriculum 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Ability to work well in a team Values-aligned & resilient Ability to work in a calm manner with children exhibiting behavioural difficulties Flexible Motivated and enthusiastic Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 	<ul style="list-style-type: none"> Ability to think clearly and remain calm in emergency situation 	<ul style="list-style-type: none"> Application Interview References

Information about our Multi-Academy Trust (Impact)

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consists of eleven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do, and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay
Chief Executive Officer

Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career Teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform, which gives access to a range of benefits:

- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme

Colleague Voice and wellbeing is really important to us. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.



To arrange a visit to Berry Brow Academy or find out more about the role, please contact the academy on 01484 663965 or email bba-office@berrybrow.co.uk to arrange a convenient time.

For further information about Impact Education MAT, please visit our website: www.i-mat.org.uk