



Nursery Assistant
Shackleton Primary School



HEART Vision and Values



Our Motto:

We value the dreams and aspirations of everyone in our community.

Our Vision:

Our vision is to create a family of academies who are at the heart of their community delivering exceptional education and improving life chances for all through challenge and support.

Our Values:

High **E**xpectations **A**chievement **R**espect **T**rust

Our Motivators:

Driven - The passion to get better and better at something that matters. Our high expectations and aspirations for all the children and young people within the Trust's schools means we offer education that enables every child to excel and to develop the knowledge and confidence to do whatever they choose later in life.

Community Minded -The will to do what we do in the service of something bigger than ourselves. As a community we are helping to shape a group of academies to become outstanding schools which benefit Bedford and the surrounding areas for generations to come.

Aspirational - The commitment to improve life chances. HEART Academies Trust is determined that every child within it's schools is challenged to reach their potential in a culture of enjoyment and opportunity where no one is left behind.

Equal Opportunities

HEART Academies Trust is an equal opportunities employer and therefore operates no restrictive policies in relation to age, sex or creed. It is the wish of the Trust's Governors to appoint the most suitable candidate from all of the candidates offering themselves for appointment.

Safer Recruitment

HEART Academies Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training as part of the induction, which will be regularly updated in line with statutory guidance. Please view our safeguarding policies [here](#).



Why Work At HEART Academies Trust?



As part of HEART Academies Trust, staff are valued and supported, allowing them to contribute fully to the wider school community. Our commitment to staff development and wellbeing is paramount.



Paid wellbeing day
per year



Free gym and
shower access



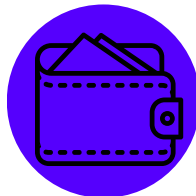
CPD pathways



£200 refer a friend
scheme



Employee assist
programme



Generous
pension



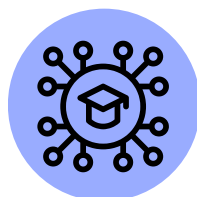
Cycle to Work
Scheme



Free tea, coffee
and breakfast



A commitment to
environmental
sustainability



An exceptional
ECT Induction
Programme



Secondment and
shadowing
opportunities



Free flu jabs,
physiotherapy
and eye tests



Regular training and
development
programmes



Flexible working
options



Individual laptops
for teaching staff



Free car parking



About Shackleton Primary School



At Shackleton primary school, we endeavour to improve the life chances of the children and families in the Shackleton community through academic achievement and by providing opportunities to enrich lives and fully support all of our children through a school ethos of collective responsibility. We pride ourselves of being at the very heart of our local community and we often talk about the 'Shackleton family'.

Shackleton is situated in the Cauldwell ward of Bedford which is in the 10% of the most deprived areas of England in terms of income, employment and education deprivation. In 2021, it became a 2-form entry school from previously being a 3-form entry school. There are currently three classes in years 3, 4 & 6 and two classes in reception, years 1, 2 & 5.

Our school continues to be at the centre of the vibrant, multicultural, local community and many of our staff reflect our local community with their children having attended Shackleton and then moving onto the trust secondary, Bedford Academy.

We have a small but active PTA that have raised significant funds to support our children and provides opportunities for extra experiences. There is a wide and inclusive extra-curricular offer in sport, music and drama provided both internally through our own staff and through external providers and pupil uptake is high. There are also opportunities for year 5 & 6 children to be supported in reading, writing in maths after school. Children new to the UK are also supported after school through specific EAL intervention.

In 2023, we developed our inclusion hub to provide high quality support for our children with SEN. A nurture group also provides appropriate and additional support for our children. The school offered wrap around care provision from September 2023 in one of our community rooms and is run by some of our LSAs who know our children.

From 2022, there has been a focus on developing further community links and improving life chances for all within our Shackleton family with the introduction of the 'family zone'. This initiative has been heavily supported by Heart Academies Trust. 'Stay and play' sessions held in one of the rooms of our adapted community accommodation support our families through offering birth-preschool activities. Parenting courses and various adult education classes (such as cooking and English lessons) are held frequently and run in partnership with Bedford council and the local NHS trust. The school led and championed the '50 Things to do before you're 5 in Bedfordshire' initiative for all families in Bedford to engage in.

The school was last visited by OFSTED in September 2021 and was graded 'Good'



Andie Benbrahim
Head teacher
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Job Description Nursery Assistant



Specific Responsibilities

- To contribute to the provision of safe, high quality education and care for nursery children
- To fulfil legal and statutory requirements.
- To assist the room lead and Early Years lead to support staff on a day to day basis.
- To contribute to and implement school and nursery policies.
- To be part of a successful team.
- To deputise for the room lead as required.

Main duties:

- To deputise in the absence of the nursery room lead
- To support the work and beliefs of the nursery by adhering to the school and nursery ethos, values, policies, procedures and staff code of conduct.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident logs.
- To facilitate the planning of the curriculum meeting the needs of the children.
- To help prepare the setting for the daily programme; to help set up and tidy away at the end of the sessions checking equipment for cleanliness and breakages.
- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities.
- To act as a key person to a group of children, ensuring each child's needs are recognised and met and recording children's progress within planned group activities.
- To assist the room lead and Early Years lead to liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To take part in parent consultation meetings.
- To provide an individual report and documentation for each key person child who are leaving preschool to attend another setting or school.
- To assist and advise the room lead and Early Years lead, ensuring safeguarding expectations are met, advising the DSL (designated safeguarding lead) of any concerns, accidents/incidents, ensuring confidentiality at all times, in line with safeguarding expectations.
- To advise the room lead or Early Years lead of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- To teach children in accordance with the Early Years Foundation Stage Guidelines, offering an appropriate level of support and stimulation.
- To attend staff meetings and in-service training courses and meetings as required.



Job Description Nursery Assistant



- To continue professional development by attending training courses. To cascade relevant training to the staff team.
- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- To ensure that the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high and that safety procedures are implemented at all times.
- To liaise with the school, Ofsted, Social Services and other professionals as necessary in the absence of the room lead and to ensure that all legal and statutory requirements are implemented; to assist with reports as required.
- To undertake any other duties as directed by the room lead, Early Years lead or Head Teacher, in accordance with the nursery objectives.

Common Roles of All Trust Members:

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each child is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.



Person Specification Nursery Assistant



	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> · Relevant L3 qualification or above (as outlined in the DfE Early Years qualification checklist document) · GCSE or equivalent numeracy and literacy · Experience of working in an early years provision and evidencing good/outstanding practice · Experience of communicating effectively at all levels · Understanding of safeguarding procedures · Understanding of current EYFS curriculum, expectations and child development · Ability and experience to carry out role of a key worker · Experience organising and managing other adults in the classroom/unit 	<ul style="list-style-type: none"> · Pediatric First Aid · Confidence in ICT · Experience liaising with external agencies · Organisation of record keeping · Managing an Early Years provision/room · Experience of working effectively with children with diverse need
Skills and Attributes	<ul style="list-style-type: none"> · Demonstrate an appropriate motivation for wanting to work with children · Able to promote positive discipline in line with the ethos of the nursery · Ability to promote good home school relationships · Commitment to young children and families · Flexible approach · Patience · Able to work creatively · Be able to plan and set up activities, supervise and interact with children. · Able to manage time efficiently. · Willing to undertake an Enhanced DBS 	<ul style="list-style-type: none"> · Able to observe and evaluate learning against individual targets for children · Willing to undergo training and improve knowledg