



EXCEPTIONAL OPPORTUNITIES FOR LEARNING



Level 2 Early Years Practitioner Apprentice Application Pack



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Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust



Letter from Andy How, Head Teacher, Lower Farm Academy

Dear Candidate,

At Lower Farm, we pride ourselves on the high expectations we place on the personal development, academic achievements and behaviour of all our pupils. We endeavour to foster strong relationships between children, staff, parents, governors and the wider community and welcome the opportunity to work with you to develop ambitious, confident and inquisitive children. Lower Farm is an inclusive setting with an engaging and creative curriculum to ensure that each child is given every opportunity to reach their full potential.

As a Teaching Assistant, you will be passionate about ensuring the best outcomes for children and giving them every opportunity to succeed. At Lower Farm, every child is respected and treated as an individual, with no limits placed on their learning – just opportunities to continually improve. We give all children the opportunity to challenge themselves through a range of tasks and activities – empowering children to take ownership and responsibility for their own learning.

We are looking for a highly skilled, dedicated and enthusiastic Apprentice to join our new staff team. You need to be committed to providing children with exceptional learning opportunities in a fun and caring environment, committed to teamwork, have a can-do attitude with a good sense of humour and be prepared to go that extra mile.

In turn, we can offer you:

- Great facilities to create a vibrant, stimulating learning environment for children
- An opportunity for you to put your mark on a 'blank canvas' and contribute to the development of a new school – 'a once in a career opportunity'
- A supportive Leadership team who will encourage innovation and initiative
- A wider network within REAch2 Academy Trust of support, exceptional practice and excellent CPD

If you feel you have all the necessary attributes, are highly motivated, committed to making a positive difference to children's lives and want to be part of creating a legacy for the future - apply now!

Thank you for showing an interest in Lower Farm Academy and I look forward to meeting you and showing you what a fantastic place of learning Lower Farm Academy is.

Andy How

Head Teacher, REAch2 Academy Trust

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Early Years Practitioner Apprentice at Lower Farm Academy

Supporting class teacher in delivering exceptional learning experiences for our pupils.. In addition, a number of hours will be needed to help run our breakfast/after school clubs. We anticipate this being 5 Mornings, 5 lunches and 1 afternoon a week initially.

Lower Farm Academy is a brand new primary school in Nuneaton and is part of REAch2 Academy Trust. We are a school that cultivates strong cultural, social and moral values in line with the REAch2 touchstones so that the school is at the heart of the new community it serves. A talented staff team engages all learners in reaching the highest standards through our exciting and innovative curriculum which offers a wide range of unique learning experiences. High aspirations and expectations encompass all aspects of school life so we can support all our children in developing high self-esteem, self-discipline, wellbeing and a strong community spirit.

The academy is now looking to appoint permanent staff to inspire our community and be an integral part of the unique opportunity to build and grow the school from its infancy. There is no doubt that setting up our academy from the very start will take vision, dedication and hard work, but being part of this exciting and rare journey will be very rewarding to help shape the academy over the next few years.

For further information on our school, we welcome you to visit our school website: <https://lowerfarmacademy.org/>

The application

You are invited to submit an application form to **Cherie Padmore, School Business Manager**, sbm@lowerfarmacademy.org

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact **Andy How, Head Teacher**, head@lowerfarmacademy.org

The application process and timetable

Application deadline:	Friday 27 th August 2021
Interviews:	Tuesday 31 st August 2021
Contract details:	Fixed contract 1 year apprenticeship
Salary:	£4.30 per hour 1 st year of apprenticeship
Start date:	1 st September 2021

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description



Post: Level 2 Early Years Practitioner Apprentice
Salary: £4.30 per hour
Responsible to: Class Teacher / Head Teacher
Core purpose: To work with colleagues and children to create the best possible learning environment and to enable all children to achieve the highest standards possible.

Responsibilities

Support for pupils:

- establish productive working relationships with pupils, acting as a role model and setting high expectations
- promote the inclusion and acceptance of all pupils
- encourage pupils to interact with others and engage in activities led by the teacher
- set challenging and demanding expectations and promote self-esteem and independence
- provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Plans, including intimate care where required
- supervise and provide specific support for pupils, including those with special needs, ensuring their safety and access to learning activities
- be responsible for First Aid (after training) in the event of accident or injury and provide documentation as required
- promptly report signs of health problems to the class teacher and comply with school policy and procedures for recording information about pupils' health, including issues of confidentiality
- supervise children at arrival/departure and at other designated times in the school environment, in some cases the teacher may not be in the immediate vicinity
- where necessary, and under the direction of the teacher, act as an escort on and off school premises, this may include situations where the teacher is not in the immediate vicinity or immediate sight and in accordance with the Educational Visits Policy

Support for the teacher(s):

- assist the class teacher in determining the most effective and safe layout of the learning environment for the age range, and any special needs of the pupils
- use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- show effective behaviour management, ensuring a purposeful, orderly and supportive environment
- report uncharacteristic behaviour patterns in individual pupils and incidents of inappropriate behaviour to the class teacher
- provide general clerical/admin support e.g. administer work, produce worksheets for agreed activities, photocopying, filing, inputting data etc.
- assist with the planning of learning activities
- prepare materials of the quality and quantity specified by the teacher
- help pupils to select equipment and materials relevant to their learning tasks and to use these safely and correctly

Support for the curriculum

- follow the curriculum plans and learning programs and obtain and use equipment and materials appropriate to the learning objectives and pupils' developmental needs
- obtain accurate and up-to-date information on pupils' current knowledge and skills

- agree appropriate support strategies with the teacher to provide support across the curriculum and agree appropriate support strategies with the teacher and obtain the resources needed to implement these strategies
- promptly inform the teacher when a pupil is experiencing learning difficulties that cannot be resolved
- use appropriate strategies for introducing pupils to key words to help them access the curriculum
- respond to pupils' use of home language and local accents and dialects in a manner which values cultural diversity and reinforces positive self-images
- provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- monitor pupils' response to learning activities and, where necessary, modify or adapt activities to achieve the intended learning outcomes
- provide relevant information to the class teacher about pupils' learning achievements on a daily basis
- provide an appropriate level of assistance to enable pupils to experience a sense of achievement, maintain self-esteem and self-confidence and encourage self-help skills
- use appropriate strategies for challenging and motivating pupils to learn

Support for the school:

- be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- contribute to the overall ethos/work/aims of the school
- participate in training, staff meetings, other learning activities and performance development when required
- assist with the supervision of pupils out of lesson times, including before and after school
- establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- establish positive/effective relationships with all stakeholders, including parents and governors
- accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- undertake all relevant training as directed by senior staff, including first aid training and safeguarding training
- contribute effectively to the review of team practice, identifying and sharing information on opportunities for improvement.
- demonstrate a willingness to share information and expertise, which could benefit other team members in their work
- comply with Health and Safety regulations
- give clear, accurate and complete information to staff as needed for them to work effectively
- provide information to assist other professionals in their role in accordance with school policies and procedures
- show a high level of professionalism at all times in accordance with school policies and procedures
- be aware of confidentiality and maintain confidentiality linked to home/pupil/teacher /work as appropriate
- actively encourage the development of positive relationships and promote confidence about the care and education of their children during contact and communications with parents, passing on any information given to you by parents to the appropriate staff member within the school
- promptly report any difficulties in communicating with parents to the class teacher
- take part in the wider life of the school, including taking responsibility for leading an extra-curricular activity
- undertake play and lunch time supervision as directed by senior staff
- participate in the performance review process

Person Specification

	Essential	Desirable
Right to work in the UK	✓	
Qualifications and experience		
English & Maths GCSE at grade C or above or equivalent		✓
Training/experience of RWInc		✓
Relevant medical qualifications/training, such as First Aid training or Paediatric training		✓
Experience or commitment to providing breakfast and after school club provision	✓	
Experience or interest in working with children in a primary school	✓	
Knowledge, skills, abilities and personal attributes		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	✓	
Commitment to promote and support the aims of REACH2	✓	
Effective knowledge/use of ICT to support own professional activities and to advance pupil learning	✓	
Prior knowledge, and ability to demonstrate an understanding, of child development and learning		✓
Knowledge of Health and Safety in a school environment		✓
Strategies suitable for effectively supporting pupils' learning		✓
Understanding of the need for confidentiality in relation to pupils' personal and protected information		✓
Knowledge of the Primary Curriculum		✓
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the safeguarding and protection of, children and young people		✓
Make teaching, learning and the curriculum creative and fun	✓	
Maintain high expectations of children's learning and behaviour	✓	
Willingness to engage in and learn from professional development activities	✓	
Proven ability to manage one's time and prioritise effectively	✓	
Ambition and determination to excel and learn from others	✓	
Be an active member of a team, able to use initiative and make a highly effective contribution	✓	
A good sense of humour	✓	
Ability to teach a structured activity to a group		
Excellent interpersonal skills	✓	