



Pre- School Teacher Recruitment Pack

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Welcome

Dear Prospective Applicant,

Thank you for your interest in the Pre- School Teacher posts at The Ridge Primary School. I hope that you will find this pack useful and that it will inspire you to visit us and consider making an application. Visitors to The Ridge often comment upon the ethos and happy family atmosphere of our school and we warmly welcome you to experience this for yourself.

The Ridge Pre-School is a governor lead provision which is an integral part of our school's Foundation Stage offer. We are situated in Wollaston, Stourbridge and have children who are eager to learn and are well behaved. We are well thought of in our local community and the school is regularly oversubscribed. We work in partnership with supportive parents and value our very effective governing body. Our last OFSTED inspection in October 2023 found the school to be 'good' with many strengths.

The person appointed will have a real passion for Early Year Education and will be committed to ensuring that everyone, children and staff, is supported to achieve their potential. We are looking for an exceptional practitioner who has the experience to support our creative and dedicated team of teaching assistants and to influence practice so that The Ridge Pre-School becomes a centre of excellence.

It is an exciting time for everyone in the school community and we are committed to supporting you as you develop into a new role and take the next step on your professional journey.

If you are someone who wants to make a difference and you think that you might have the skills we are looking for, then we would love to meet you!

Best wishes,

A handwritten signature in purple ink that reads 'Deb Hudson'. The signature is written in a cursive style and is underlined with a single purple stroke.

Deb Hudson
Headteacher



Context

The Ridge Pre-School is a governor lead pre-school provision based in its own building on the school site. The Pre-School is part of the school's Foundation Stage and the majority of children progress into the schools' Reception class. The school governors are committed to ensuring that children get off to a flying start at The Ridge and as such, back in 2018 they decided that the provision should be teacher lead. The Pre-School is regarded as a class within the school's structure and the teacher appointed will be part of the whole school team.

The Pre-School is currently sessional, and runs every morning from 9.00 to 12 noon and 12.30 to 3.30 p.m. during term time. Some children access 30 hour provision and there is extended wrap around care from 8.30 a.m. to 4.00 p.m.

The Pre-School Teacher will be expected to work autonomously to plan for, and to provide, quality pre-school provision, for three and four year olds. The school's Early Years Lead, who teaches in Reception, leads the EYFS and works in partnership with the Pre-School Teacher. However, the day to day teaching and learning within the setting is delegated to the Pre-School Teacher.

What We Can Offer You

- A 'Good' school with ambition to be excellent in all areas of our work
- Children who value learning and are well behaved
- Supportive parents and carers
- A highly motivated and effective team of staff
- A leadership team whose focus is on improving outcomes for all of our children
- An ethos of valuing staff and their professional development
- Knowledgeable governors, who are committed to supporting the school's development
- Dedicated non contact time
- A stimulating and well resourced learning environment which is conducive to learning
- An attractive well maintained building
- 'A happy family atmosphere'



What We Are Looking For

We are looking for a teacher who:-

- Has the desire and experience to take a lead role in further developing our Pre-School and making a difference to the lives of children and their families
- Has a passion for learning and is committed to helping young children achieve their potential
- Has excellent interpersonal and communication skills
- Has an understanding of excellent teaching and learning across the early years phase
- Possesses the ability to inspire others and is willing to share their outstanding practice
- Has high expectations of themselves and others and is prepared to work hard
- Is highly organised, motivated and flexible
- Promotes the vision and values of the school, demonstrating high professional standards

Application and Appointment Process

We strongly recommend that you to visit The Ridge, prior to submitting your application. Please call the school office and speak to Mrs Jones (School Business Manager) to arrange a visit- we will be as flexible as possible to accommodate you.

Complete the application electronically through <http://www.wmjobs.co.uk>

Include a letter of application that should be no longer than two sides of A4 and supports the selection criteria detailed in the person specification and demonstrates your impact in your current post.

Closing date for applications: - **Tuesday 4th February 2025**

References will be sought for the short listed candidates as part of the recruitment process. The Ridge Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to complete an enhanced DBS.

If you have any queries about the recruitment process, please contact the School Business Manager, Mrs Jones, on 01384 818800

We look forward receiving your application.



Pre-School Teacher – Job Description

Main Purpose of the Role

- to provide a successful, high quality early years provision, which meets the requirements of the EYFS Curriculum and exceeds the minimum Ofsted requirements.
- to plan a range of learning experiences based on children’s needs and interests, working closely with the other Pre-School staff in a highly stimulating and engaging learning environment, both inside and outdoors.
- to be a key person responsible for a group of children and play a key role in leading learning and development within the setting
- to effectively deploy teaching assistants, leading by example and driving the development of best early years practice to further develop the existing well regarded setting
- to use initiative to deal with unforeseen circumstances and events to ensure safety and continuing provision

General Professional Duties and Responsibilities

The post holder is required to carry out under the reasonable direction of the headteacher, the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions document and any subsequent amendments. The post holder must at all times carry out his/her responsibilities with due regard to the Council’s Equal Opportunities Policy. The particular duties and responsibilities may be subject to reasonable change from time to time following consultation between the headteacher and the post holder.

- Planning and preparing lessons
- Teaching, according to the educational needs of the children, as determined by effective assessment for learning
- Assessing, recording and reporting on pupils’ progress
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners
- To provide all learners with experiences which provide them with the opportunity to achieve their potential and to contribute to raising of standards of achievement
- To support pupils’ personal and academic growth, including specific responsibilities for safeguarding.



Specific Responsibilities

- To plan, organise and deliver high quality lessons to a designated class of pupils in the primary range, EYFS or any other groups of children as arranged and agreed.
- To hold high expectations and promote excellent standards of work and behaviour in and out of the classroom.
- Coordinate and direct the work of any teaching assistants who are assigned to the class.
- Integrate formative and summative assessment into weekly and termly planning ensuring the differentiation of tasks to cater for individual learning and social needs.
- To work co-operatively with the key stage team and with other members of staff to ensure continuity and progression for pupils.
- To follow agreed school policies for planning, marking, assessment, recording and reporting of each child's progress in order to inform planning and raise standards of achievement.
- To participate actively and professionally in school based in-service training and in professional development discussion at least annually.
- To keep abreast of current ideas and research by reading, via INSET and professional development activities.
- To play an active part in both external and internal monitoring and evaluation procedures, including the response to outcomes and feedback.
- To carry out the role of subject leader.
- To promote high standards of behaviour which encourage children to be both respectful and responsible members of the school community and enable an excellent learning climate within the classroom. In doing so, at all times work within the school's agreed behaviour policy.
- Maintain a safe and stimulating classroom environment where classroom resources can be accessed appropriately by all pupils.
- To have a pastoral role in supporting the physical, social and emotional development of pupils, ensuring safety as a priority.
- To be aware of safeguarding responsibilities and report any concerns to the school's designated safeguarding lead.
- Participate in the school's timetable of duties relating to supervision of pupils in the playground.
- Present high standards of appearance at all times in keeping with the profession and display a professional example relating to punctuality and general behaviour.
- Maintain positive relationships with parents/carers and formally report to parents/carers on an annual basis.
- Communicate and cooperate with specialists from outside agencies for the wellbeing and educational development of pupils.
- As appropriate, and under the direction of the Headteacher, review, develop and manage activities relating to the specific subject areas of the curriculum.
- Work with the staff team to maintain an attractive and well organised school environment.
- Carry out other duties or responsibilities as directed from time to time by the Headteacher which could reasonably be constructed as being in the remit of the post.
- Abide by the procedures contained in the most recent 'Teachers Pay and Conditions' document.
- To participate in arrangements for Teachers Appraisal in accordance with the school's policy.
- Develop links with the community and partnerships working with other schools.
- Be supportive of The Ridge Primary School, consistently seeking to present a positive image of the school.



Pre- School Teacher – Person Specification

Education Qualifications and Training

- Qualified Teacher Status
- Evidence of further professional development and a demonstrable commitment to ongoing CPD, related to all aspects of the role

Experience

- Successful, significant experience within an early years setting
- Experience of planning and facilitating a range of child initiated and adult-led learning opportunities and quality enhanced provision inside and outdoors
- Experience of formative assessment and using assessment information to inform planning
- Experience of making summative judgements
- Experience of managing behaviour positively and effectively

Knowledge and Understanding

- sound knowledge and understanding of child development, the EYFS Curriculum, SEN Code of Practice and safeguarding legislation and the ability to apply this to policy and practice within the setting
- knowledge of current legislation, curriculum and welfare requirements relevant to early years education and childcare

Skills

- Highly effective classroom practitioner, able to demonstrate Teachers Core Standards
- Ability to plan and deliver stimulating and appropriate learning opportunities for all children, that comply with the requirements of the EYFS and take into account SEN code of practice, child protection procedures and equal opportunities considerations
- Delivery of high standards of teaching, learning and pupil progress
- Ability to use assessment for learning to inform teaching
- Creative approach to curriculum delivery
- Ability to use ICT effectively to enhance learning and to communicate and evaluate data
- Ability to communicate effectively, both verbally and in writing
- Ability to communicate positively with children, parents and colleagues
- Ability to manage behaviour positively and effectively to ensure a purposeful learning environment
- Ability to work successfully within a team and to establish and develop positive relationships
- Has up to date knowledge of current safeguarding and protection of children
- Respects the values, beliefs and experiences of people from different backgrounds
- Resilient and demonstrates ability to work under pressure
- Effective time management skills



Personal Attributes

- Commitment to school improvement and providing the best education for every child
- The desire to constantly evaluate and improve own practice and learn from others
- The ability to show initiative, imagination and flair
- The ability to work cooperatively as part of a team
- The ability to be flexible and have a positive approach to challenges
- The ability to form positive relationships throughout school
- The ability to support colleagues
- Reliability, good organisation, patience and a caring attitude
- Professionalism and integrity