AMBLER
Primary School and Children's Centre

Achieving More

Senior Early Years Practitioner

Ambler Primary School & Children's Centre

AMB/032

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Blackstock Road, Finsbury Park, London, N4 2DR

A rare and great opportunity: Ambler Children's Centre is recruiting!

Senior Early Years Practitioner

Contract: Permanent, Full time, Monday to Friday
All Year Round
Hours: 35 hours**,** Early or late shift between the hours of 08:00-18:00
Salary Grade: Scale 6 Sp 26 – Sp28 (£27,402 to £29,010 per annum)

Required As soon as possible/ Negotiable for the right candidate

Ambler Children's Centre is seeking to appoint an ambitious, dynamic and dedicated **Senior Early Years Practitioner** to lead the Baby or Toddler provision.

The successful applicant will:

- Be an outstanding practitioner, committed to continually improving outcomes for all our children and families.
- A team player, with the drive, energy and skills to take their first step into leadership.
- Have an excellent understanding of child development and a passion for best practice in the early years.

We are an inclusive setting and value the contribution that all our families make to the life of the Centre. Ambler is situated on a beautiful site with a new build extension on a wonderful old traditional school building with ample outdoor space with our own forest area. Ambler is in the unique position of having a children's centre within a primary school setting which brings lots of benefits to both sides of the provision.

We work in partnership with Bright Start Islington who provide Outreach activities for local families.

The successful candidate will have the opportunity to:

- Gain invaluable career experience in an outstanding setting working alongside a range of professionals.
- Benefit from bespoke training and CPD to ensure you reach your potential.
- Be part of a dynamic and creative team, committed to achieving the very highest standards
- Work in a positive and supportive environment
- Develop your experience of multi-agency working
- Grow within Ambler, with opportunities for career progression

Ambler Children's Centre provides full wrap around care and education from 08:00 to 18:00, 48 weeks per year and offers a wide variety of outreach services to the local community, supporting our families to achieve successful outcomes.

Visits to our Centre are welcomed and actively encouraged by contacting Reception at Ambler primary School and Children's Centre on 020 7359 7628 or email childrenscentre@ambler.islington.sch.uk

Timeline
Closing date: Midnight Sunday 3rd June 2018
Shortlisting: Monday 4th June 2018
Interviews: Monday 18th June 2018

Please apply online at www.islington.gov.uk following the jobs link. If you need any assistance please email Schools HR at schoolsrecruitment@islington.gov.uk quoting reference: AMB 032

Ambler Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare(Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations

Job Description

POST: Senior Early Years Practitioner

GRADE: Scale 6

SERVICE AREA: Children's Centre

RESPONSIBLE TO: Head of Children's Centre

PRIMARY JOB FUNCTION

To be responsible for the implementation of programmes of learning and developmental work with children and families including access to the foundation stage curriculum and to participate in maintaining and developing contacts with parents and all other relevant agencies.

Scale 6
In addition to the above responsibilities, to take a lead role in one of the following areas:

a) Leading on the standard of care and education in a specified room.

b) Leading on extended day and holiday provision.

DUTIES AND RESPONSIBILITIES

1. To provide a planned and stimulating environment, which ensures educational, social, emotional and physical developmental opportunities for children in groups.

2. To provide the appropriate planned and stimulating educational and developmental opportunities for children with special educational and other needs, as required, within an integrated programme for the centre as a whole.

3. To provide support to a defined group of individual children providing each child with continuity of care throughout the child's time at the centre, in partnership with their parent/carers.

4. To maintain high professional standards and levels of care and hygiene, for both children and resources.

5. To be responsible for the care of and the reporting of necessary maintenance to equipment used by children.

6. Responsibility, as a member of a team for creating an environment which ensures the holistic development of children through an understanding of the needs of individuals; a knowledge of the characteristics, needs and interests of particular age groups; an understanding of varied cultural patterns of childrearing and of different child care practices.

7. To be committed to positively supporting the needs of all children in line with our Equalities Policy.

8. Observing and being involved with the children in their activities, stimulating, encouraging and extending these activities. Contribution to written observations and records.

9. Being aware of issues relating to children with special educational needs including physical disability, behavioural and learning difficulties. Helping to ensure an atmosphere in which children with special educational needs are valued and respected and working positively with those who display discriminatory attitudes and behaviour.

10. Sharing with other members of the team responsibility for the preparation of the rooms and the outside area, checking equipment and ensuring maintenance of safe, creative and stimulating room environments. Taking part in day to day discussions concerning immediate issues. Contributing to forward planning and assessment of nursery practice/policy by regular meetings of the nursery team.

11. Promoting the children's growth in independence and self reliance.

12. As a member of a team support children through play, talk and exploration to experience and enjoy the whole curriculum by enabling the growth of the children's language and their enjoyment of
    the written and spoken word and valuing each child's first language.

13. Maintaining on-going observation of the children in the centre paying particular attention to children subject to Child Protection Plans, implementing Child Protection Procedures and preparing observational reports for case conferences.

14. Ensuring that information about children's progress and welfare is recorded and communicated to senior staff on duty and to parents as required.

15. To participate in a programme of management supervision and in planning meetings with the team.

16. To represent the Centre at external meetings as appropriate.

17. To assist in maintaining regular contacts with other professionals (parents, primary schools, social services etc) sharing information in respect of the children's' progress; SEN, safeguarding and general welfare in line with information sharing procedures.

18. To promote non discriminatory behaviour amongst users and staff in keeping with our Equalities Policy and in line with The Equality Act 2010.

19. Attend and participate in relevant training, and share the knowledge and ideas gained with colleagues in the Centre.

20. To work with students on placement at the Centre, and where appropriate to encourage their participation in planning and developing activities with the children.

21. To help support the programme for parental and community involvement including undertaking home visits, outreach work, placement visits

22. Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.

Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

The title of the post to which I normally report is:

Signed:

Date:

PERSON SPECIFICATION

School: Ambler Children's Centre

Position: Senior Early Years Practitioner

Grade: Scale 6

CRITERIA

E1	Applicants must hold the NNEB Certificate, NVQ Level 3 - Childcare/Early Years Care, BTEC Nationals in Childhood Studies (Nursery Nursing) with suitable practice placements) OR equivalent qualification and one year's post qualifying experience (Scale 5) or two years post qualifying experience (scale 6).	
E2	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test).	
E3	Experience of working with children and their families (either in a paid or unpaid capacity) preferably in an education setting.	
	KNOWLEDGE, SKILLS and ABILITY	
E4	An interest in working towards further Early Years Qualficaions	
E5	Knowledge and understanding of good practice including the health, educational, social, cultural, emotional, developmental and physical needs of young children.	
E6	An understanding of the importance of early learning through play.	
E7	Knowledge and understanding of the Centre's Equalities Policy and commitment to putting it into practice.	
E8	Understanding of health and safety requirements in relation to the Centre and to the children and adults who use the building	
E9	The ability, as a member of a team, to plan and organise an educational environment which is stimulating and imaginative for individual children and groups.	
E10	Ability to foster and develop good relationships with parent/carers, and in partnership with them to participate in planning for their children.	
E11	The ability, as a member of a team, to support work with children with special educational needs.	
E12	Ability to contribute to written records of children's development and to use these records to plan individual and group programmes within the group setting.	
E13	Ability to work within a multi-racial setting and to ensure that each child's racial identity is respected, maintained and enhanced.	
E14	Ability to develop and extend work in partnership with parents/carers and to recognise the expert knowledge they have about their children.	

E15	Ability to work as a member of a team and contribute to planning and to resolving difficulties within the team setting.	
E16	The ability to establish and maintain good relationships with staff, parents, visitors, and others who have contact with the work of the nursery groups.	
	COMMITMENT TO EQUAL OPPORTUNITIES	
E17	Ability to full implement our Equalities Policy.	
	SPECIAL REQUIREMENTS	
E18	This post requires an enhanced level of Criminal Records Bureau (CRB) Disclosure	

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Information about the school

Ofsted Report

For the latest reports on Ambler Primary School and Children's Centre, please click here.

School Website

Ambler Primary School and Children's Centre website is http://ambler.islington.sch.uk.

Islington

Further information about Islington borough is available at www.islington.gov.uk

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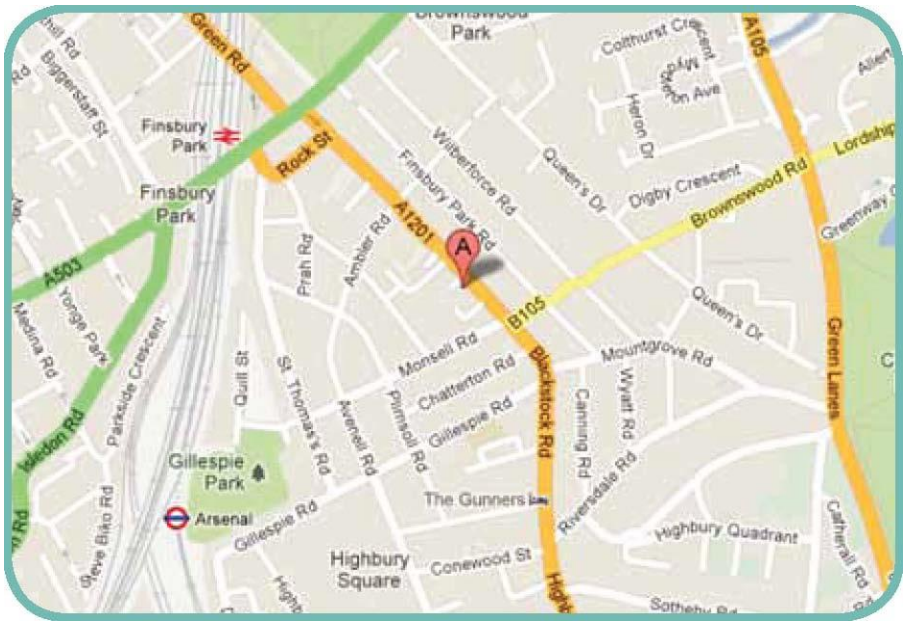
School location map

Blackstock Road
Islington
London
N4 2DR



Details of Selection Process

Application Deadline

Completed online application forms must be received by **Midnight, Sunday 3rd June 2018**

Please note we do not accept hard copy application forms.

Completing your application

Candidates are asked to complete all the standard information required on the online application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 266 4708

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

ISLINGTON

Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General
The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details
Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests
If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training
Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record
Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment
If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement
This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

References
All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

● the third party has consented for it to be released, or

● your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk. This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.