



Exmouth
Community
College
Academy Trust

Recruitment Information & Job Pack

NURSERY WORKER

Permanent, Part Time

NJC Grade B

Closing Date: Monday 6 December 2021 at 10.00am

Interview Date: Monday 13 December 2021

Letter from the Principal



Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

In terms of student outcomes, at both GCSE and Post 16 we have been delighted with our continued improvements in this area following a major revamp of our curriculum at GCSE. Equally, we are proud of the work that has been done to keep everyone safe during Covid alongside continuing to provide a high quality education for our students. This work was recognised by OfSTED during a recent monitoring inspection. We have implemented a range of changes to further improve outcomes such as redeveloping our curriculum offer and introducing accelerated reading at the start of many lessons. We are sure that with our excellent staff, both teaching and non-teaching, we will continue to provide a great education for the students within our community.

If you are looking for a College which is completely focussed on ensuring consistently great teaching and learning, investing in your professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: www.exmouthcollege.devon.sch.uk

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Davis', with a stylized flourish at the end.

Andrew Davis
Principal

The School

"Pupils follow a broad curriculum. Pupils and parents appreciate the breadth of choice the school offers at GCSE and in the sixth form."

Ofsted 2020

Exmouth Community College is one of the largest secondary schools in the country with over 2,300 students currently enrolled (almost 350 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive school and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.



"For pupils who need greater support to regulate their behaviour, specialist staff provide a bespoke curriculum. This is successful and many pupils reintegrate into the main school seamlessly."

Ofsted 2020

As an academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. The curriculum includes, over and above the normal provision, enrichment, work based learning, Lead Learner and supportive elements; all of which combine to ensure that all students have an opportunity to develop their intellectual and practical skills.

"You are always looking for ways to move the school forward."

Ofsted 2020



In addition the College provides opportunities beyond the classroom in: sport, the arts, adventure, travel and more, everything from Rocket Clubs to the Ten Tors challenge and from Public Speaking to a range of visiting authors and speakers.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools.

"Pupils say the school wants the best for them. The school helps them to develop their interests and talents. Many pupils take part in school productions, dance performances and sporting activities. Pupils say the school provides a wide range of courses that match their interests."

Ofsted 2020



Our Vision

Our vision is to create a College for the whole of our community that emphasises the importance of progress and innovation alongside more traditional values such as integrity, honesty and respect. For everyone we will provide the skills, knowledge and awareness to enable all to play an active and positive role in their families, workplace and global community. We will do this through world-class teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum model and opportunities beyond the classroom.

"The new behaviour management policy responds positively to pupils' better behaviour. The school is calm and orderly as a result."

Ofsted 2021

Characteristics of our students

Our focus groups identified eight key characteristic traits that any students from Exmouth Community College should be able to demonstrate and have been given opportunities to learn and develop during their time at the College:



1. Know how to be healthy and stay safe.
2. Always endeavour to show resilience to be the best they can be.
3. Be aspirational and understand their career options.
4. Know how to behave well and respect other members of our community.
5. Have confidence and communicate effectively.
6. Be mutually tolerant and empathetic individuals.
7. Be knowledgeable and able to deeply understand and recall information easily.
8. Be skilled in applying this knowledge in a range of circumstances.

The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.



Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.

The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two

heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants, a number of pubs and night clubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.

"Pupils are tolerant of different beliefs and cultures. They enjoy putting democracy into practice in school council elections. Pupils have been keen to help others by training as mental health first aiders. Pupils appreciate the support the school gives them to prepare for their next steps."

Ofsted 2020

Job Description

Title:	Nursery Worker
Contract Type:	Permanent
Start Date:	ASAP
Grade:	NJC Grade B
Salary:	£8,386 – actual starting salary per annum Annual progression to top of the Grade B (£8,554 actual salary per annum)
Hours:	20 hours per week x 39 weeks of the year (term time only + 5 non-pupil days) <i>The days and times of work will vary each term within the Nursery's opening hours of 8.00am to 5.00pm Monday to Thursday and 8.00am - 4.30pm on Friday.</i> <i>In addition, the post holder must be able to work additional hours on occasion to cover sickness absence.</i>
Reporting to:	Nursery Manager
Responsibility for:	No line management responsibilities

Introduction to Happy Days Nursery

The aim of Happy Days Nursery is to provide a happy, safe and stimulating environment for the children in our care. By providing this we promote the child's all round development socially, emotionally, physically and intellectually. We follow the guidelines as set out in the Early Years Foundation Stage.

Happy Days Nursery is a small Nursery that is in a purpose built building situated in the grounds of Exmouth Community College and opened in 1990. The accommodation is bright, spacious and comprises of an open plan room which houses the toddler and pre-school area and a separate baby room. The Nursery has a large secure outside play area, which has lots of space for the children to explore. The Nursery has a small, enthusiastic team of full and part-time staff and caters for children from the age of 0 – 5 years. Happy Days Nursery strives to build a strong partnership with parents/carers and recognises that the link with home and Nursery can only assist the process of a child achieving their personal best.

Purpose of the Job

- Work directly with children on a daily basis to provide a high standard of physical, emotional, social and intellectual care.
- Work as an effective and supportive team member.
- Implement the daily routine in the allocated work room/team/area.

Key Responsibilities

- Prepare and complete activities to suit the child's stage of development.
- Maintain a proper record of achievement file on your key children, for parents/carers.
- Liaise with and support parents/carers and other family members.
- Record accidents and ensure the manager/supervisor has initialled the report before the parent receives it.
- Ensure children are collected by someone known to Happy Days Nursery.
- Prepare snacks and meals.
- Ensure that mealtimes are a time of pleasant social sharing.
- Wash and change children as required.
- Clean equipment as necessary.
- Support all staff and engage in a good staff team.
- Be involved in out of working hours activities, e.g. training, half termly staff meetings, fundraising events as required.
- Respect the confidentiality of information received.
- Ensure the Nursery is a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- Uphold Happy Days Nursery's standards at all times.
- Any other duties commensurate with the grading of the post.

Working Conditions

- Work is mainly based indoors but involves elements of outside work, for example taking the children for walks around campus.

Physical Demands

- The role is working with young children and babies and therefore requires you to be able to bend, kneel, crouch, lift and hold the babies and will include changing nappies/toileting duties.
- Activities may take place indoors or outdoors.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
Recognised Level 2 Childcare qualification, e.g. NVQ2 in Children’s Care, Learning and Development	✓		Application, Certificates.
Paediatric First Aid certificate (or willingness to obtain)	✓		
Recognised Level 3 Childcare qualification, e.g. NVQ 3 in Children’s Care, Learning and Development – or be working towards completion		✓	
Relevant Health and Safety qualification or certificate		✓	
Experience			
Working with or caring for children aged between 0 - 5 in a voluntary or paid capacity (this could include work experience placements)	✓		Application, Interview, Assessment/ Observation, Reference.
Working with children under the age of 2		✓	
Skills and Knowledge			
Understanding of the Early Learning Goals	✓		Application, Interview, Assessment/ Observation, Reference.
Knowledge of the Early Years Foundation Stage curriculum	✓		
Capacity to take responsibility and show initiative	✓		
Good team working skills	✓		
Good numeracy/literacy skills	✓		
Good written skills and ability to communicate effectively with people at all levels	✓		
Awareness of data protection and confidentiality	✓		
Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	✓		
Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview, Assessment/ Observation, Reference.
Adaptable, flexible and creative	✓		
Enthusiastic and motivated	✓		
Patient	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

To Apply

Please complete the Non-Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

Equated Pay Adjustment

This is for non-teaching term time only employees.

When leaving the College's employment or changing to a new role within the College, an adjustment will be made depending on whether or not the service of the employee included more or less time off during school holidays, to the proportion of time they worked. This will compare the hours worked to the hours paid and make the required payment/deduction.

Questions?

For further information about this post please contact Amanda Day:

Email: amanda.day@exmouthcollege.devon.sch.uk

Phone: 01395 255687

Our six core values



We will always show **INTEGRITY** and operate in the best interests of the College. Our decisions are based on evidence, honesty and courage.



We recognise that achieving our best is difficult and requires hard work, determination and commitment. We value and aspire to be **RESILIENT INDIVIDUALS** who identify solutions and opportunities, seeing problems as challenges to resolve.



CREATIVITY and innovation are the hallmarks of active participants and good learners and are the key skills required for any successful organisation. We consistently look forward and find opportunities for ourselves and students to explore.



We all strive continuously to use our imagination and be curious about the world around us. We celebrate diversity and the **POWER OF EDUCATION** and learning.



We look beyond current expectations and are open to new ideas, feedback and best practice. We are outward facing, open and optimistic, **EMBRACE CHALLENGE**, persist in the face of setbacks and see effort as the path to mastery.



We are proud of our College. We do many things exceptionally well. As **REFLECTIVE LEARNERS** we find opportunities for feedback, listen to it and act where necessary to improve our performance. Fearless and dedicated we never give in or give up and, where we see others struggle, we reach out and give them support, strength and encouragement to be the best they can be.

Learn • Progress • Grow