



Lead Practitioner for 2 year olds Tufnell Park Primary School TUF/314



Closing Date: Midday, Thursday 25th April 2019



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Tufnell Park Primary School

Dalmeny Road, London N7 0HJ

Tel: 020 7607 4852

Email: admin@tufnellpark.islington.sch.uk

www.tufnellpark.islington.sch.uk

Headteacher: Martin Scarborough

Deputy Headteacher: David Gulliford



Dear Applicant,

I am delighted that you are interested in joining the team here at Tufnell Park. I would like to take this opportunity to tell you a little more about our school.

Tufnell Park is a happy and dynamic primary school with nursery. We are currently one-and-a-half form entry but are in the process of expanding to three forms of entry, including opening a new 8-place provision for two year olds.

Exciting times are ahead for those who join our team. We will be moving into a brand new building in September 2019, with expanded state of the art facilities, reflecting the high aspirations we hold for our community. We are excited by the development this promotes, whilst carefully striving to retain the current 'feel' of our smaller school where every child is known. If you have the drive and ambition, many varied opportunities exist to be part of shaping the future here at Tufnell Park, whilst developing your own practice and career.

We are currently a good school (*Ofsted, June 2017*) but have high aspirations to improve further in all areas, and the capacity to do so. Our curriculum is currently undergoing extensive review, so we are seeking staff with the drive and creative spark to devise and shape purposeful experiences that ensure all our children become responsible, active, happy and successful citizens. There are also challenges around raising the attainment of all children, including some underperforming groups, to ensure that we build a cohesive community of learners who aspire to achieve the very best for our school.

Like many inner city primary schools, our children come from a wide range of backgrounds, including some families in difficult circumstances. This makes Tufnell Park a challenging and rewarding place to work. To be appointed to our school, we would expect you to be committed to improving children's life chances. You can expect from us a commitment to your own professional development, a supportive leadership team and a wonderful group of teaching and support staff, who really believe in our children and their ability to succeed.

We are well supported by a very effective governing body and an active Parent Teacher Association, ensuring our community is fully engaged in the life of the school.

I would love for you to visit us and get a sense of what Tufnell Park is all about.

Please call or email Andrea in the office and make an appointment.

I look forward to hearing from you.

Kind regards,

A handwritten signature in black ink, appearing to read 'M. Scarborough', is written over a light blue horizontal line.

Martin Scarborough – Headteacher

Tufnell Park Primary School



We welcome you to Tufnell Park Primary School, a community school in the London Borough of Islington for children between the ages of three and eleven. We are a diverse and inclusive school which provides an enjoyable and purposeful learning environment for all pupils.

Our commitment to equal opportunities



Tufnell Park School is committed to valuing all members of the school community in an environment of mutual respect and strives to ensure that all have equal opportunities to succeed. As a primary school, we believe we have a key role in society in combating discrimination and promoting fairness, justice and equality through our teaching and the role models we offer.

At Tufnell Park School we value:

...the **range of talent and ability** in every child. Our school's primary aim is to identify the full breadth of each pupil's capabilities and develop these to their best advantage, for life.

...the extraordinary **potential** of our pupils. We believe that, whatever their level of ambition, children can achieve even more than anyone at first imagines. We aim to provide the opportunity and support always to go further.

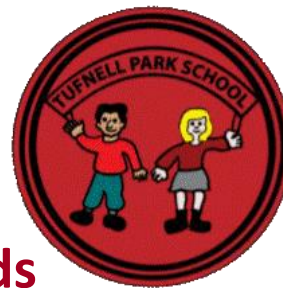
...**love of learning** as a source of joy and achievement. By example and through nurture, we seek at all times to encourage lively, enquiring minds. Our aim is to produce pupils who enjoy and welcome challenge, because challenge is an adventure they are equipped to meet.

...**self-confidence** founded on self-worth and reinforced through success. We aim for all our children to develop a justified sense of self-assurance to help them pursue their life goals with a good heart and an open mind.

...a **sense of belonging** and enabling others to belong. We aim for our school to be a happy, inviting place where people treat one another with kindness, tolerance and respect, and variety is celebrated.



Tufnell Park Primary School



Lead Practitioner for 2 year olds

Salary Range: S01, Point 23-25 depending on experience – £27,128 - £28,114

Full time 35 hours a week, Term time only, permanent

Required for September 2019

The headteacher, staff, pupils and governors at Tufnell Park Primary School are seeking to appoint an outstanding EYFS lead practitioner, to be responsible for the planning, organisation and day to day running of our brand new 8-place (FTE) 2-year-old room. We require a dedicated practitioner with the passion and commitment to contribute to an enthusiastic and dynamic team, to improve the life chances for the children in our community. As the provision will be new in September, many opportunities exist to shape practice and provision, including use of our extensive outdoor spaces.

Tufnell Park is a great place to work and has a positive environment where everybody works together to achieve. The school is situated on a spacious and peaceful corner site with natural wildlife gardens and mature trees, yet convenient for transport links to North and Central London. We are in the process of expanding to three forms of entry, moving into a state of the art new building in September 2019.

We are seeking a practitioner who:

- offers and models outstanding Early Years practice
- can lead and inspire others – children and adults alike
- is welcoming and willing to encourage strong partnerships with parents and the community
- positively embraces innovation and change
- can work effectively with excellent communication and interpersonal skills, and a good sense of humour

We can offer:

- wonderful children who strive to achieve their best
- an enthusiastic, dynamic and talented staff team
- a brand new building, including new furniture, equipment and resources
- a supportive leadership team with great opportunities for CPD
- a warm positive working environment where everyone is valued
- membership of a successful network of local schools

Visits to the School are welcomed and encouraged by contacting Andrea in the office on 020 7607 4852, or by email at admin@tufnellpark.islington.sch.uk

Should you have any queries please email us at schoolsrecruitment@islington.gov.uk quoting reference **TUF/314**.

Closing date for application: Midday, Thursday 25th April 2019

Interviews and selection: Tuesday 7th May 2019

Tufnell Park 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.

Tufnell Park Primary School



JOB DESCRIPTION

POST TITLE: Lead Practitioner for 2 year olds

GRADE: SO1, Point 23-25

SERVICE AREA: Children's Services

DIVISION/UNIT: Tufnell Park Primary School

REPORTS TO: Headteacher

PRIMARY JOB FUNCTION

- The role of the lead practitioner is to work alongside colleagues under the direction of senior management, to guide and advise on practice, ensuring the best possible progress for all children. Senior management is responsible for strategic direction and all line management functions.
- Develop and lead high quality practice and provision for 2 yr olds to support all children to reach their full potential, particularly in the prime areas of learning and development.
- Identify children in need of additional support to meet age-related outcomes and support the implementation of a range of intervention and support strategies.

DUTIES AND RESPONSIBILITIES

1. To take responsibility for promoting and safeguarding the welfare of children and young person's / vulnerable adults in your care and those who you come into contact with.
2. To undertake regular Child Protection training at a level commensurate with role.
3. To contribute directly to the delivery of the ECM agenda both for individual children/young people, and as part of an approach to delivering services.
4. Through hands-on practice under the direction of senior managers, lead the development of high quality child centred play-based provision, developmentally appropriate for children from 24 to 36 months, which provides a nurturing environment to promote children's emotional stability, independence, autonomy and creativity.
5. Support the establishment of a culture of reflection through continuous review of strengths and areas for development which leads to actions for improvement which impact on quality.

6. Contribute to developing positive relationships and close working links with the range of professionals in the local children's centre in order to promote access to wider integrated services for all families and children and support a multi-disciplinary team around the child and family approach. This includes completing and using common assessment frameworks (CAF) and participating in Team around the Child (TAC) meetings where appropriate.
7. Act as a role model for other practitioners in developing and maintaining a partnership with parents that values their contributions and involves them in their child's education, including support for the home learning environment and ensuring smooth transitions and continuity for the child and parents into, within and out of the setting.
8. Have a sound knowledge and understanding of and uphold safeguarding procedures and strategies ensuring that all children are safeguarded and appropriately supervised at all times
9. Act as a role model in developing and maintaining appropriate positive behaviour strategies with children and staff.
10. Where appropriate, lead in-service training and advise on individual CPD opportunities for other members of staff.
11. Uphold the principles of and model good practice in inclusion and equal opportunities in all aspects of the role, supporting early identification and intervention strategies at all times.
12. Play a key role in leading, developing and evaluating effective systems for planning, observation and assessment; drawing on the knowledge of the keyworker, parent, other professionals and staff to support the development of and make an accurate and informed assessment of the individual child.
13. Contribute to the development of relevant policies and procedures.
14. Keep up to date with best early years practice, local and national policy, in order to disseminate to colleagues in the setting
15. Undertake other minor and/or non-recurring duties appropriate to this post as directed by the Head of Primary school.
16. To promote the safeguarding of Children
17. To undertake other duties commensurate to the grade of the post.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.

- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Post holder Declaration

Name:	
Signed:	
Date:	



Tufnell Park Primary School

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

Service Area: Children's Services		DIVISION / UNIT
Post Title: Lead Practitioner for 2 year olds		Grade: SO1
REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T*
E1	Early Years Professional (EYP) or Early Years Teacher (EYT) Status or recognised pathway to EYT	A
E2	Substantial successful experience of working within an Early Years Foundation Stage setting, including children from birth to three.	A
E3	A sound knowledge of child development and early childhood education.	A/I
E4	An understanding of, and commitment to, integrated education and care and knowledge of the role that children's centres play in achieving the best start in life for children.	A/I
KNOWLEDGE, SKILLS and ABILITY		
E5	Ability to identify and model the delivery of high quality practice and provision in which 2 year old children can thrive	A/I
E6	Proven commitment to meeting the needs of the whole child and his/her family, particularly an understanding of the importance of the child's well-being, personal, social and emotional development.	A/I
E7	Commitment to developing and maintaining the ethos of the setting as a partnership of children, professionals, parents/carers and the community.	A/I
E8	Understanding of the importance of appropriate information sharing and confidentiality in supporting children's and families well-being.	I
E9	Ability to contribute to evaluating provision and initiate and manage appropriate change.	I
E10	Ability to develop wider partnerships and support a multi disciplinary team approach around the child and family to ensure best outcomes.	A/I
E11	Evidence of commitment to fostering equality and inclusion in relationship with parents, and staff.	A/I

E12	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	
E13	Sound knowledge of current developments and issues in the education and care of 2 year old children, including those who are vulnerable or disadvantaged and to meeting the needs of families.	A/I
E14	A sound knowledge and understanding of how to meet the needs of more vulnerable 2 year olds including those with SEND	A/I
E15	Displays an awareness, understanding and commitment to the protection and safeguarding of children.	I
E16	Ability to motivate and support colleagues to identify their own strengths and areas that need development.	A/I
E17	Knowledge and understanding of effective observation, assessment and tracking progress systems and their use in improving outcomes of young children.	A/I
E18	High level of communication and inter-personal skills, combined with energy, enthusiasm and good humour.	A/I
E19	To have relevant IT skills, be willing to develop these skills as necessary and be familiar with relevant software	A/I
E20	Understanding of the process of the common assessment framework and ability to act as lead professional, if required, in team around the child meetings.	A/I
E21	Ability to work in accordance with national and local Child Protection and Safeguarding policies and procedures.	A/I
COMMITMENT TO EQUAL OPPORTUNITIES		
E22	Ability to adhere to the Council's Dignity for All policy.	A/I
	SPECIAL REQUIREMENTS OF THE POST	
E23	This post requires an enhanced level of Criminal Records Bureau (CRB) Disclosure	A/I
E= Essential D= Desirable		
*Assessed by: A= Application I= Interview T= Test		

Tufnell Park Primary School



DETAILS OF THE SELECTION PROCESS

Application deadline

Completed online application forms must be received by **Midday, Thursday 25th April 2019**. ***Please note we do not accept hard copy application forms.***

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link.

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 Anna or Andrea in the school office on **0207 607 4852**, or by email at admin@tufnellpark.islington.sch.uk

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.

Should you have any queries please email us at schoolsrecruitment@islington.gov.uk quoting reference **TUF/314**.

Yours sincerely

Schools HR

Guidance for candidates applying for a job with schools

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.

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 2006 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 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 and references should cover the last 5 years.

- 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.

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

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

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.

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 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.