

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Joanna Jones



Rotherfield
Primary School

Rotherfield Primary School

Early Years Educator

RTH/290

Closing Date: Midnight, Sunday 24th March 2019



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Dear Applicant,

I am delighted that you are interested in joining the team here at Rotherfield!

The role of early years' educator is crucial in ensuring that our youngest pupils get the very best learning and chance to thrive. In this role you will work alongside teaching staff in reception or Nursery.

If you want to develop your career this is the place for you. We also offer the Teacher Apprenticeship programme, to enable you to get QTS whilst you work. For further information, see our website.

This pack provides some more detailed information and will hopefully give you a good insight into the school's ethos. Rotherfield is a happy, dynamic school with high expectations of its pupils. It serves a diverse, inner London community and works with a wide range of partners.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work here you will need to be passionate about improving the life chances of pupils and their families. For our children an excellent education will make a defining difference in their lives- and it is essential that we recruit staff who share our commitment.**

You will find a friendly and committed staff who really believe in our children and their ability to positively affect children's lives. You can expect from us a school committed to your professional learning, a supportive leadership team.

I would love you to visit us and get a sense of what Rotherfield is all about. Please call the office and make an appointment. I am also happy to discuss applications over the telephone.

Yours sincerely

Abi Misselbrook-Lovejoy
Executive Headteacher

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Information about the school

You can find more information about our school from:

<http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. Produce from the garden is used in our curriculum kitchen which was funded and runs in partnership with Jamie Oliver's Better Food Foundation. The school has recently refurbished its EYFS playground and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield is at an exciting phase in its development. We are in a partnership with another Islington School (Newington Green). Our Executive Head works across both schools, and we work closely in partnership with 19 other Islington Schools through a collaborative network called Futurezone.

We have a team of specialist staff working across both schools- computing, Spanish, art, parental engagement and music. Our pupils enjoy a rich curriculum. This year we launched Rotherfield Out and About- which ensures all our pupils get access to great cultural enrichment activities through the year.

Rotherfield has such a wonderful committed staff. It is a lovely friendly place to work that really is part of the local community.

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School are always delighted to show candidates around and talk informally about posts available.

Why do staff work here?



Lucy

I joined Rotherfield nearly 4 years ago as a Year 2 teacher and I have hugely enjoyed my time here. Throughout that time I have worked with a variety of excellent support staff and the relationships between staff are friendly and positive, making it a happy place to work.

Having previously worked in Barnet, which is very well respected for its borough support, I was unsure what to expect from Islington. But it has been a fantastic borough to work in. We have regular network meetings where staff from the same year groups gather to discuss and share good practise, as well as supportive visits from borough experts which I know has helped me develop as a teacher.

The children I have taught have always been excited and enthusiastic to learn and through my teaching I feel like I'm having a positive impact on their lives. Children come from a huge range of cultures and backgrounds which makes it an interesting and dynamic environment to teach in.

In my time at Rotherfield I have led the school in 'Art and Environment' as well as now leading 'cooking' which is very high profile at the school. 3 Teaching assistants are trained to cook with small groups of children in the afternoons so that all children who leave Rotherfield have a strong understanding of how to live healthily as well as preparing their own food safely. My role as Art and environment co-ordinator has allowed me to lead some exciting projects that have made the school environment a stimulating and engaging place for children, parents and staff alike. Examples are the recent regeneration of the library, a large playground mural and the stairwell art project where huge panels of wood were painted and designed by children to serve as a permanent display.

Recent changes in timetable have had a really positive impact on learning and I know that other changes are planned to ensure that children at Rotherfield are given an excellent education that equips them well for life.



Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE and Maths; ultimately becoming part of the Senior Leadership Team, firstly as an Assistant Head and now in my current role as Interim Deputy Head.

The school has a very special community feel, and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful and I consider it a privilege to work at Rotherfield Primary School.

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Early Years Educator

Salary Grade Range: Scale 5 points 22 to 25

Actual Salary: £19,728 - £21,362 per annum

Contractual Status: Permanent, Part Time 32.5 hours, Term time only

The Executive Headteacher and Governors at Rotherfield Primary School would like to recruit an Early Years Educator.

The role of EYE will have a major impact on the children's lives through delivering high quality learning for our youngest pupils. We are looking for someone who can:

- Work as part of a team to develop daily high quality learning experience for pupils
- Plan and deliver high quality learning experience for groups of pupils
- Observe and track pupils progress
- Communicate effectively with parents

The successful candidate will be required to work 32.5 hours per week (8.45-3.45) for 195 days when school is open.

In return we can offer you:

- A school committed to your professional learning/development
- A vibrant and creative place to work
- A school at the heart of its community

Rotherfield is a vibrant and welcoming school, within the London Borough of Islington. Visits to the school are actively encouraged - please contact the school office to arrange a time on 0207 226 66 20

Closing date for applications: Midnight, Sunday 24th March 2019

Interviews held: Friday 29th March or week beginning 1st April 2019.

Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need any assistance, please email schoolsrecruitment@islington.gov.uk quoting reference RTH/290.

Rotherfield 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.

Rotherfield Primary School

JOB DESCRIPTION



POST: School Early Years Education Worker

GRADE: Scale 5

SERVICE AREA: Schools

RESPONSIBLE TO: Headteacher, Deputy Headteacher, Nursery Teacher

PRIMARY JOB FUNCTION

To work as a member of a team to support and assist the nursery teacher with the physical, emotional and educational needs of the children. To work under the direction of the Teacher to plan activities to encourage play and sensory stimulation. Although the nursery nurse will work under the direction of the teacher he/she will need to work on his/her own in a 1:1 or 1:2 situation away from the main class base.

DUTIES AND RESPONSIBILITIES

1. To be a member of a team working together to create learning opportunities within an environment in which the child's all round development is fostered.
2. To share responsibility for the preparation of activities and to carry out the necessary maintenance of a healthy, safe and stimulating environment.
3. To share responsibility for the preparation of activities planned by the teacher and to take responsibility for planning stimulating play and creative activities for small groups of children under the supervision of the teacher (such as art, music, stories etc)
4. To foster the children's growth and develop independence and self-reliance, working with teachers on the planning and implementation of toileting, dressing and feeding programmes where applicable.
5. To observe children, help to implement written educational programmes devised by the teacher and contribute to written records of their progress.
6. To encourage the children in developing both English and their mother tongue, as appropriate.
7. To share special interests such as musical ability, story telling, craft science etc.
8. Attend staff meetings and INSET days and assist with planning meetings.
9. Home visits with the nursery teacher for new children.

10. At all times to carry out responsibilities/duties with due regard to the Council's/Schools equal opportunities employment policy.

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

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 achieved 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.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
- To promote the safeguarding of children

Scale 6

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

- a) Leading on an area of practice.
- b) Lead responsibility for supporting children with special educational needs or special family circumstances.
- c) Delivering curriculum workshops for parents to enable them to support their children's learning at home.
- d) Supervising the extended day or holiday provision (where appropriate).
- e) Producing/updating some policy documents under the direction of the teacher.
- f) Undertaking other development projects commensurate with the grade.

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 shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Service Area: Schools		Section
Designation:		Grade: Scale 5
REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T
E1	Hold the NNEB certificate or equivalent i.e. CSS, CQSW, SEN, SRN, NVQ Level 3 Childcare and Education or BTEC Diploma in Nursery Nursing (with suitable practice placements) or equivalent qualification and two years post qualifying experience.	
E2	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test).	
E3	Experience of working with children (either in a paid or unpaid capacity) preferably in an education setting.	
KNOWLEDGE, SKILLS and ABILITY		
E4	Have relevant experience and an interest in working with children including those with special educational needs.	
E5	Have an understanding of the early years curriculum	
E6	Have an ability to record children's progress	
E7	Clearly demonstrate a commitment to nursery nursing as well as an ability to work under pressure	
E8	Have a clear understanding of children's physical, emotional and educational development.	
E9	Have a high expectations of children and strategies for raising achievement of all children	
E10	Have an ability to express themselves effectively both orally and in writing with both adults and children	
E11	Have an understanding of successful team working and the ability to work as part of a team.	
E12	Have an understanding of and commitment to equal opportunities for all children in an urban and multicultural environment within the Council's/School's Equal Opportunities Policy.	
E13	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	
E= Essential D= Desirable		
Assessed by: A= Application I= Interview T= Test		



Rotherfield Primary School

How to Apply

POSITION	Early Years Educator
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SCHOOL	Rotherfield
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GRADE	Scale 5
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Application Deadline

Completed application forms must be received by **Midnight, Sunday 24th March 2019**. Please note that late applications will not be accepted.

- Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need any assistance please email schoolsrecruitment@islington.gov.uk quoting reference RTH/290.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the 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 226 6620.

Selection process

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

References

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

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.