



Little Angels

Fun Club & Nursery Ltd.



“Empowering our children, parents and staff to achieve”

Candidate Information Pack Sept 2023

Early Years Teacher

We are committed to safeguarding children and upholding equal opportunities in line with the Equalities Act. Any role with us is subject to an enhanced DBS check.

Dear Applicant,

We are looking for an Early Years Teacher who is ambitious and passionate about the care and education of children who will support and join our current team of experienced nursery nurses and educators to achieve best outcomes for our diverse profile of children.

Little Angels was originally established as a single setting childcare provider, the first of its kind in Cramlington, in September 1999 by Debbie and Ian Wylie when they were unable to find suitable childcare for their own son. The company has always been forward-looking, keen to provide the best care for children and the best training and support for staff.

The company now operates five sites, covering three local authorities as it has expanded opportunistically in response to a range of different situations. It won the tender for the Fenham setting in 2003; it started in Bedlington when parents asked Little Angels to take on a setting that had just gone into administration; it won a tender for childcare at Cramlington Village Primary School; and it was similarly successful in tendering for out-of-school club provision at Amberley Primary in Killingworth.

We are registered for 350 children across all our current sites, and the company has developed a well-respected presence in the local communities that it serves. More than 20 years since its inception, Little Angels still seeks to provide the care and education that parents want and need. We are known for giving a personal touch and attentive feedback to families that help cement their trust and connection with the staff who care for their children. These qualities are the foundation on which Little Angels is built and embody the care that it offers.

Over the last few years, we have weathered the pandemic and streamlined our provision. Our parents have remained very supportive of Little Angels and the care we have provided throughout the crisis, as we ensured that our settings continued to serve the needs of critical workers, their children and families, as well as vulnerable children during difficult times.

We hope to appoint someone who will successfully uphold and achieve the absolute best standards and outcomes for our children, families, and staff. You will be passionate about having an impact and making a difference to the lives of children, whether from vulnerable or privileged backgrounds. You will love spending time with the children, delivering inspirational learning and inspiring others around you, be an excellent communicator and work alongside your team to achieve best experiences for children and their families.

What do I need to do if I want to apply?

Please read through the person specification and job description, and if you feel you meet the essential criteria, complete your application and return it to the email address here: office@littleangels.info. The deadline is midday on Monday 2nd October 2023.

We look forward to receiving your application,

Debbie Wylie
CEO

Early Years Teacher Job Description

Post title	Early Years Teacher
Salary range	From £25k - £35k dependent on qualifications and experience
Location	Various Little Angels sites between Bedlington and Fenham.
Hours	40 hours per week - Term Time Only
Other benefits	80% discounted childcare Health and wellbeing package
Start date	As soon as possible
Responsible to	Nursery Manager/Area Manager
Safeguarding	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least two satisfactory references and appropriate DBS checks.

Purpose of Post

1. To offer all learners an effective education in a stimulating, appropriate and inclusive environment designed to meet individual entitlements and equality of opportunity for all
2. To deliver a relevant curriculum that takes account of individual children's needs, age and ability in line with the Early Years Foundation Stage and the nursery's own curriculum plans
3. To work in collaboration and partnership with children, parents/carers, nursery staff and any external agencies
4. To be responsible for promoting and safeguarding the welfare of children and young people within the nursery
5. Support the manager in meeting all statutory requirements eg. curriculum, safeguarding, Ofsted, welfare requirements etc.
6. To provide a high standard of physical, emotional, social and intellectual care for the children in the setting and an enabling environment in which all individual children are safe and can play, develop and learn to their potential

Responsible To:

Nursery Manager/Area Manager

Duties and Responsibilities

1. Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all children to achieve their potential.

2. Be fully conversant with and effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met, in conjunction with and inspiring other team members
3. Keep excellent records of your key children's development and learning journey and share with parents, carers and other key adults in the child's life as well as supporting other staff to do so.
4. Safeguard all children, understand the processes for reporting any safeguarding concerns immediately as per our Safeguarding and Child Protection Policy
5. Have consideration for the health and wellbeing of young children and implement appropriate activities and strategies throughout the day to support this
6. Have a good knowledge of the welfare requirements and be fully up to date with the requirements of Keeping Children Safe in Education
7. Develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
8. Ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any special needs, disabilities, family cultures and medical histories.
9. Advise the manager of any concerns eg. children, parents, the safety of the environment etc. and preserve confidentiality as necessary.
10. Identify and support any emerging developmental or behavioural concerns and follow the correct procedures to ensure the graduated approach is fully implemented and children's needs are met by working in partnership with the setting SENCO, parents, external agencies etc and referrals are effectively made including applications for further support or transitions to other provisions in a timely manner.
11. Ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Welfare, Health and Safety standards appropriate for the needs of young children
12. Read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
13. Set high standards of work and behaviour by being a positive role model in your own behaviour, work and attitude
14. Plan for progression across the age and ability range being taught, designing effective teaching in accordance with the needs of individual learners
15. Support and guide children so that they can start to become successful independent learners.
16. Use an appropriate range of teaching approaches, strategies and resources.
17. Use a range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring children's progress and development
18. Support and engage in an effective staff team.

19. Contribute to and be involved in out of working hours activities, for example, training, staff meetings, social/fundraising activities etc
20. Be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
21. Work alongside the manager and staff team to ensure that the setting's philosophy is effectively fulfilled.
22. Keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
23. Be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
24. Follow accident reporting procedures. Ensure the manager is aware of any accidents before the parents are informed or deputise for the manager in their absence.
25. Participate in the training programmes of a wide variety of students and assisting or training staff (for example, placements and volunteers), by giving guidance and support
26. Undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager or area manager.

Person Specification – Early Years Teacher

Attributes	Criteria No.	Criteria	How Identified	Rank
<i>Relevant Knowledge and Experience</i>	1.	Excellent Early Years Foundation Stage curriculum practitioner or experience of excellent teaching in the early years age range	Application/Interview	Essential
	2.	The ability to plan and work creatively in delivering a relevant and stimulating curriculum using personal knowledge and understanding of the curriculum its assessment, recording and reporting requirements	Application/Interview	Essential
	3.	Knowledge of legislation relevant to Early Years such as the EYFS, Special Educational Needs and Disabilities Code of Practice, safeguarding children, Childcare Act 2006	Application/Interview	Essential
	4.	Working creatively in designing and delivering the content of teaching in the curriculum	Application/Interview	Essential
	5.	Excellent knowledge of child development and early intervention	Application/Interview	Essential
	6.	Ability to work collaboratively with parents and professionals from other agencies	Application/Interview	Essential
	7.	Experience in providing high quality enabling environments for children 0-5 years including children with SEN	Application/interview	Essential
	8.	Commitment to raising standards of attainment and achievement and an understanding of personalised learning and inclusive practice	Application/interview	Essential
	9.	Experience of assessment of learning and development and using this to ensure individualised learning for children	Application/interview	Essential

	10.	Ability to plan, record and assess for children's progress in a variety of ways	Application/interview	Essential
	11.	The ability to plan for the personal and social development of children	Application/interview	Essential
	12.	Experience of a language and communication programme	Application/interview	Desirable
Education and Training	13.	Qualified teacher status/NQT	Application	Essential
	14.	Commitment to continuing professional development of self and others	Application	Essential
	15.	Relevant and recognised Early Years Degree	Application	Desirable
	16.	Early Years Management qualification	Application	Desirable
	17.	Early Years Level 3 SENCO Qualification	Application	Desirable
	18.	Recent Paediatric First Aid qualification	Application	Desirable
	19.	Basic Food Hygiene Certificate and other related training	Application	Desirable
Skills and Abilities	20.	Excellent all round communication skills both oral and written	Application/Interview	Essential
	21.	The ability to lead or work as part of a team	Interview	Essential
	22.	Keep up to date with developments in the sector and be able to read and disseminate new legislation	Interview	Essential
	23.	Competent ICT skills and knowledge of a range of ICT based learning	Interview	Essential
	24.	Good organisational/time management skills	Application/Interview	Essential
	25.	Ability to remain professional at all times	Interview	Essential

	26.	The ability to produce high quality documentation and reports	Application/Interview	Essential
Additional Factors	27.	Understanding of Equal Opportunities	Interview	Essential
	28.	Understand and maintain confidentiality	Interview	Essential
	29.	Awareness of Health and Safety and practical hygiene issues	Interview	Essential
	30.	Honesty and integrity	Interview	Essential
	31.	Clear understanding of the importance of confidentiality	Interview	Essential
	32.	Willingness to support and guide volunteers and students on placement	Interview	Essential
	33.	Well organised, reliable, flexible, motivated, enthusiastic and resilient with a sense of humour	Application/Interview	Essential
	34.	Good health and attendance record	Application/Reference	Essential
	35.	Full drivers licence and transport	Application	Essential