

Job Outline and Person Specification

Position Title	Foundation Stage Worker
Location	Bridestowe Primary School, part of The Dartmoor Federation cluster
Reporting to	Early Years Teacher
Job Term	Temporary to cover maternity
Hours	997.5 hours per annum (26.25 hour per week / term time)
Salary	Dependent upon qualification
Organisation	The Dartmoor Multi Academy Trust
Effective date of JD	As soon as possible

Bridestowe Primary is part of The Dartmoor Federation cluster of schools, a very successful cross-phase federation comprising: Okehampton College; Boasley Cross; Bridestowe; Highampton, Lydford; Exbourne Church of England and Northlew & Ashbury Parochial Church of England Primary Schools.

In January 2018 The Dartmoor Federation schools converted to academy status and formed the Dartmoor Multi-Academy Trust in partnership with two other Secondary schools – Tavistock and Holsworthy – and seven other primary schools – Bradford; Bridgerule; Black Torrington; Okehampton; North Tawton; South Tawton and Chagford. We are excited by the opportunities for sharing good practice and resources and for staff development.

The main place of work will be Bridestowe Primary School, however, you may be required to work across all of our MAT schools, as directed.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head of School / Primary Executive Headteacher.

Job Purpose:

- Work under the guidance of the teaching and senior staff using experience and expertise in Early Years, Care and Learning, in an agreed system of supervision.

Main Duties & Responsibilities:

- Implement agreed practice with individuals and groups of children, inside and outside the nursery or foundation stage unit.
- Work with the teacher and senior staff in the observation, assessment and planning cycle and to manage and prepare resources.
- Engage with and support children's learning and generally support children with set activities, independent problem solving and creative play.
- Supervise children outside usual school hours, including before and after school and at lunchtimes as required.
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher or senior staff.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management of people	None		
Experience	Experience of working with children of relevant age in a early learning environment.	Experience of working in a school environment. Experience of working as part of a team.	Application form Interview References
Practical Skills	Ability to relate well to children and adults including other professionals, carers and parents. Ability to demonstrate and promote good practice in line with the ethos of the school indoors and outdoors. Firm commitment to protecting and safeguarding children at all times.	Consistent approach with children and parents.	Application Form Interview References Practical Task/Assessment
Communication	Have sufficient understanding and use of English to ensure the well-being of children in their care	Ability to promote and market the service to the wider community.	Application Form Interview
Personal Qualities	Work constructively as part of a team. Understand nursery and foundation stage unit roles and responsibilities and your own position in them. Calm, consistent approach and ability to be warm, welcoming, personable and empathetic.	Working knowledge of relevant policies and codes of practice and awareness of relevant legislation.	Application Form Interview References

	Able to maintain confidentiality.		
Technology / IT Skills	Ability to use other technology to support learning such as video and photocopier.	Ability to effectively use ICT to support learning	Application form Interview
Education and Training	Willingness to participate in other development and training opportunities as needed Commitment to lifelong learning with emphasis on literacy and numeracy skills. A full and relevant level 2 qualification Safeguarding awareness or the ability to work towards	Numeracy/literacy skills (at least equivalent to level 2 of the National Qualifications Framework) Paediatric First Aid or Emergency Paediatric First Aid Manual Handling NVQ Level 3	Application form Interview References
Physical	Able to carry out duties of the post with reasonable adjustments where necessary.		Occupational Health Pre-employment check

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).