

# Little Acorns Preschool at Wookey Primary School



Together we learn and grow

**Preschool Practitioner  
Permanent (19 hours per week)  
Term time only.**

Wednesdays 12.50pm-4.50pm (3.50pm-4.50pm weekly staff meeting), Thursdays 8.20am-3.50pm and Fridays 8.20am-3.50pm.

**CLOSING DATE:** Friday 6<sup>th</sup> December

**INTERVIEW DATE:** Week commencing Monday 9<sup>th</sup> December  
(date to be agreed with candidates)

Wookey Primary School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. All appointments are subject to satisfactory references and an enhanced DBS check. Further information about the Disclosure Scheme can be found at <http://www.gov.uk/disclosure-barring-service-check>



**WOOKEY PRIMARY SCHOOL  
And Little Acorns Preschool**

Wells Road, Wookey, WELLS, Somerset, BA5 1LQ

Acting Headteacher: Laurie Davies

Tel: 01749 673650

Email: [school.423@wookeyprimaryschool.co.uk](mailto:school.423@wookeyprimaryschool.co.uk)

Website: [www.wookeyprimaryschool.co.uk](http://www.wookeyprimaryschool.co.uk)



Together we learn and grow

---

Friday 25<sup>th</sup> October 2024

Dear Candidate,

Thank you for showing an interest in the advertisement for a practitioner at our Little Acorns Preschool.

We are an extremely committed and friendly staff that is backed by a very supportive governing body and group of parents. You will find the children to be engaging, inquisitive and rewarding to work with, and I am sure you will very quickly feel part of the 'family.' At Little Acorns we work closely with the staff, children and parents in the rest of the school. Wookey School is very much part of the local community and combines the personal feel of a traditional village school with modern approaches, in terms of putting children at the centre of learning, and in the use of technology to support communication and children in their learning.

This is an exciting time to be working at Wookey Primary School - I look forward to meeting you if you can visit, and to reading your application letter if you feel that we are the school for you.

Please read the person specification carefully as it outlines both essential and desirable characteristics which we will be looking for in candidates for this post.

Yours sincerely,

**Laurie Davies**  
**Acting Headteacher**



## WOOKEY PRIMARY SCHOOL

### And Little Acorns Preschool

Wells Road, Wookey, WELLS, Somerset, BA5 1LQ

Acting Headteacher: Laurie Davies

Tel: 01749 673650

Email: [school.423@wookeyprimaryschool.co.uk](mailto:school.423@wookeyprimaryschool.co.uk)

Website: [www.wookeyprimaryschool.co.uk](http://www.wookeyprimaryschool.co.uk)



Together we learn and grow

---

### School Description

Wookey Primary School is a village Community School run by Somerset Local Education Authority and at present has 96 pupils on roll, who are organised into our preschool class – Little Acorns – and four teaching groups in the main school. Our curriculum is designed so that learning in Little Acorns is planned carefully to be built upon in school, with the same values and expectations embedded for all of the children.

The school is situated on the edge of the village of Wookey, nestling at the foot of the Mendip Hills, and set in an area of outstanding natural beauty, some two miles from the Cathedral City of Wells.

#### Our Vision

Our vision statement is 'Together we learn and grow', which encapsulates our view that success as a school is achieved only through engagement of all stakeholders; children, staff, parents and governors.

#### Our vision is:

- To develop resilient, confident and emotionally intelligent children who demonstrate a love for learning that enables them to be active citizens who achieve all they want to in life.
- For our children to thrive academically, mentally and physically in a nurturing environment.

#### Our Values

We will achieve our vision through a focus on our core values of 'engagement', 'independence', 'respect' and 'resilience'. Our school curriculum has our values at the centre of it. Our values will be woven throughout teaching, planning and communication. Each value can be seen through a number of characteristics and behaviours:

- Engagement - children build relationships, ask questions, generate ideas, try alternatives, plan and research, be curious, love learning.
- Independence - children evaluate strengths, have pride in their learning, are organised (in time and resources), are creative, show initiative, take responsibility.
- Respect - children understand consequences, are mindful of others' feelings, find resolutions to reach agreed outcomes, collaborate, listen to others, respect difference, identify improvements that would benefit others as well as themselves, respect views that may differ from their own.
- Resilience - children persevere, problem-solve, invite feedback, deal positively with praise and setbacks, manage emotions, show confidence.

## Ethos

- We learn as much from our children and their individual strengths and interests as they do from us as a staff team. We value their input, and they know they are valued. Wellbeing has to be our priority and is embedded in all of our work - happy children can learn.
- We want our children to be the best versions of themselves they can be, to believe they can be whoever they want to be and for them to value learning for its own sake.
- We believe that our children should experience all kinds of learning, with lots of relevant, practical experiences integral to our school curriculum.
- We believe that children should be allowed and enabled to work in their own way and not be forced to experience a model of learning that is not suited to them.
- We believe that children should be involved in their learning, included in ideas and that our teaching should be adapted to the interests and responses of the children. Parents have a positive role to play in school, helping teachers and children in many areas such as reading, arts and crafts, swimming, cooking, gardening and local visits. The School Association (WSA) helps to raise funds for equipment and activities by organising many social events throughout the year.

In the latest Ofsted Report in September 2019 the school and its Preschool were judged as good.

## **Job Description**

### **Main Purpose Of The Job:**

1. To work as part of the team at Little Acorns Preschool, Wookey Primary School.
2. To provide safe, high quality and stimulating care with a play-based curriculum (EYFS) for children from the age of 2 years.
3. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.

### **Main Responsibilities:**

- To work within the team to ensure a welcoming, safe and stimulating environment is created where children can enjoy themselves, grow in confidence and fulfil their potential.
- To act as a Key Person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
- To support children's learning, development, and welfare by working under the four principles of the EYFS (A Unique Child, Positive Relationships, Enabling Environments and Learning & Development).
- To observe the children at play, recording brief and precise notes so that their interests can be analysed to plan for future learning opportunities.
- To respond to learning opportunities and work with the team to put together flexible, short-term plans.
- To reflect daily on the provision to ensure children's enthusiasm and interests are extended and successful activities revisited.
- To promote positive attitudes to diversity and difference within all children by making sure that all children and families feel included; that all children and adults are treated as individuals, listened to and respected.
- To safeguard and promote the welfare of children (a knowledge of Safeguarding Children is mandatory for all staff – basic awareness training will be provided).
- To work in partnership with parents/carers and professionals from other agencies, as necessary.

- To attend weekly staff meetings.
- To attend training courses and network meetings as deemed necessary by the Preschool leader.
- To carry out any other duties associated with the role of Key Person, as may be reasonably required by the Preschool leader, some of which may need to take place outside session times.
- To be flexible within working practices of the setting and be prepared to help where needed.
- To respect the confidentiality of information received regarding children, their families and other staff members.
- To develop your role within the team especially with regard as a key person; observations of children, meeting and greeting children etc.
- To ensure the setting up of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.

### **Specific Childcare Tasks:**

- The preparation and completion of activities to suit the child's stage of development.
- To ensure that mealtimes are a time of pleasant social sharing.
- Washing and changing children as required.

**The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties which may be required from time to time.**

## Person Specification

### Skills, aptitude, knowledge and experience

- Previous experience of caring for or working with children aged 0-5 in a voluntary or paid capacity.
- Knowledge of the Statutory Guidance.
- A commitment to the provision of high-quality childcare.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.
- Interest in the care, learning and development of young children.
- An understanding of the content and outcomes of the Early Years Foundation Stage Statutory Framework.

### Personal qualities

- A love of and enthusiasm for working with young children.
- Good organisational, record keeping and planning skills.
- Excellent communication skills, with children, colleagues, advisors and parents/carers.
- Empathy and patience with children, colleagues and parents/carers.
- Punctuality, reliability and trustworthiness.
- A positive approach to inclusive practice, with children and colleagues.
- Flexibility to be able to cover staff sickness within the Preschool, if needed.

### Qualifications

- A minimum of a Level 2 NVQ qualification, or the equivalent
- Some understanding of the importance of Health & Safety and Food Hygiene in the workplace.
- Appropriate Safeguarding Awareness training (training will be provided on appointment if no prior qualification is held by the successful candidate).

### Desirable

- Paediatric First Aid certificate
- Completion of other relevant courses (e.g. Food Hygiene or Health & Safety training).

**This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.**