



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership was created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

All our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development and we run regular networks and collaborative groups to allow colleagues to share best practice across the Trust.. We also offer some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



The Opportunity



Level 3 - Preschool Practitioner – Required May 2025

Hours – 35 hours term time only plus 3 inset days.

Monday to Friday – 8.15am-3.45pm – 30 mins unpaid break

Main Job Purpose

- To provide inclusive play and learning opportunities for all children attending the preschool and to maintain a safe, stimulating and enjoyable environment.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnership working with parents to enable children's needs to be met.

See the Job Description for a full breakdown of the role and responsibilities.

The closing date for this post is 9am Friday 25th April 2025. Interviews week commencing 28th April 2025.

Applications must be completed through E-Teach.

If you would like to visit the school please contact the school directly on 01460 52664, or email school@neroche.bep.ac

Job Description



Job Title:	Preschool Practitioner
Location:	First Friends Preschool, part of Neroche Primary School
Pay Grade:	NJC Point 4, currently £24,404 per annum FTE.
Actual annual salary:	£19,565.62 based on 35 hours per week, term time only (38 weeks per annum plus 3 inset days)
Hours of Work:	35 hours per week, term time only
Key Relationships:	Head Teacher, EYFS Lead, Preschool Manager
Reporting to:	Preschool Manager or EYFS Lead.

Duties and accountabilities of post:

Responsibilities:

- To supervise the children where appropriate and to protect them from dangerous or harmful situations.
- To share any child protection concerns immediately with the preschool manager.
- To provide a high level of care that will enhance the children's general health and well-being.
- To act as a key person to a small group of children and to ensure their needs are reflected in the planning of routines and activities.
- To be aware of children's special educational needs and support these children effectively.
- To keep informative, accurate and up-to date records, including records of progress and any behavioural or developmental reports.
- To liaise regularly with parents/carers about their children's needs, interests and progress.
- To attend meetings with parents/carers to allow two-way discussion of their child's progress.
- To contribute to and attend his/her supervisions and staff appraisal.
- To attend regular team meetings.
- To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.
- To attend any conference, training events or meetings as identified by the preschool manager and keep up to date with current good practice.
- To adhere to the preschool's policies and code of practice on confidentiality.
- To adhere to and undertake current objectives in the statutory framework.
- To help set up the preschool with other members of staff at the start of each session.
- To relay any training ideas to other staff.

- To check first aid supplies for staff and children each month and make a list of items that need replacing.
- To perform any other duties as deemed necessary by the preschool manager.

Other responsibilities

- To undertake additional duties as required, commensurate with the level of the job. To contribute to the effective working of the Neroche Primary staff team.
- Maintain positive, professional relationships with students, parents / carers and colleagues;
- Maintain a presence around the preschool/school to ensure that the highest standards of behaviour are upheld;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to Equal Opportunities and Anti-Discriminatory Practice.
- The school operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and vehicles;
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members;
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures;
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the preschool/school they are working at;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Typical working pattern

- The preschool is open Monday to Friday 8.30am-3.30pm, typically a practitioner would work an 7.5-hour shift including a 30-minute unpaid break. There may occasionally be a requirement to work beyond school hours to support meetings or recruitment/training events.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

Person Specification



Qualifications	Essential	Desirable
Minimum NVQ Level 3 qualification in Childcare or equivalent.	✓	
Good standard of literacy and numeracy and excellent communication skills.	✓	
GCSE Grade C or above (or equivalent in English & Maths, plus at least three other academic subjects).		✓
Level 2 Food Hygiene certificate.		✓
Awarded or willing to work towards qualifications in English/Literacy and mathematics/numeracy equivalent to at least a level 2 of the National Vocational Qualifications framework (see below – equivalent qualifications)		✓
Experience		
At least 1 year experience of working effectively in a nursery setting.	✓	
At least 1 year experience of applying the regulations applicable to Health & Safety, Hygiene, Child Welfare & Protection.	✓	
Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression.		✓
Understanding of the role of practitioners and of the parent in developing and maintaining an effective learning environment.		✓
Previous, varied experience of working with children in an educational setting.		✓
Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations.		✓
Skills and knowledge		
Excellent communication skills both verbal and written.	✓	
Skills of empathy, listening, communication and responding with appropriate language to build rapport with child of preschool age, varying abilities and backgrounds.	✓	
Aptitude to develop a knowledge of the role within an education environment.	✓	
Ability to demonstrate effective working with individual children and small groups under the direction and supervision of the preschool manager.	✓	
Organisational skills including time management, planning, meeting deadlines, prioritising work.	✓	
An awareness of child protection and safeguarding.	✓	
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.	✓	
The ability to contribute effectively to workload and responsibilities of a team.		✓
Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution.		✓

Ability to build and maintain successful relationships with children, treat them consistently, with respect and consideration, and are concerned for their development as learners.		✓
Ability to improve own practice and knowledge, including through observation, evaluation and discussion with colleagues.		✓
Behaviours		
Understanding of and commitment to equality and diversity.		
Empathy with other Trust teams and Schools.		
Understanding of and commitment to Trust Values.		
Capacity to work as part of a team as well as individually without supervision and under pressure.		
Demonstrate a positive and pro-active approach to work and focussed on outcomes.		
Demonstrate creativity, flexibility and responsiveness to change.		
Commitment to continuous professional development of self and others to maximise skills/experience.		
Personal Attributes		
Flexible, adaptable and positive attitude to working in a structured environment and to develop effective working with children and colleagues.		
Willingness to undergo training and staff development to maximise skills and experience relevant to the post.		
Access to a car and ability to undertake travel as required to fulfil the duties of the post.		
To have a positive approach to education.		
Ability to work independently and be a team player.		
Energy, enthusiasm and perseverance along with reliability and integrity.		



We believe in the potential of every child

OUR MISSION

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Our Schools





All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



