



Weston Way Nursery School

Early Years Practitioner  
Candidate Pack

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*'Home from Home'*



“ ‘Home from Home’, where as a family,  
we play, learn and grow in our  
journey together, shaping the future. ”

Our Vision



# Headteacher's Welcome



A warm welcome from me and everyone else involved in the life at Weston Way Nursery School.

Our nursery is at the heart of the Baldock community since 1942 and celebrated 80 years in 2022. We have a strong vision rooted in our 'Home from Home' feel, whereby we offer quality early years provision for 3-4 year olds from 8.00am-5.00pm Monday to Thursday and 8.00am-4.00pm on a Friday. During this time, the children have the opportunity to play and grow in our extensive grounds surrounded by the most wonderful woodland which enables our families to fulfil our 'HOME' aims: Happiness / Opportunity / Magical Moments / Engagement.

Our inspiring staff co-adventurers at Weston Way Nursery School strive to ensure the needs of every child are met through our well thought out curriculum that is unique to us. We value our partnerships which enable us to build relationships as we seek to offer each child the best start in life.

At Weston Way Nursery School, the Early Years Practitioner (EYP) role is an essential role within our team of co-adventurers. Our new EYP will be someone who recognises the importance of their key person role ensuring quality outcomes for our children through the various responsibilities in the job description. We work together as a team and there is always someone on hand to help. We have built a culture where no question is a silly question and we seek to find resolve. Each day brings new challenges and we act quickly to meet the nursery's ever-changing needs.

Our website provides an overview of everything we offer but please visit us to feel our warm and nurturing environment for yourself.

We look forward hearing from you.

*Kelly Nichol*

Headteacher

*'Home from Home'*

# Candidates Information



<b>Pay range</b>	<b>H3 (£23,500 - 23,893 FTE)</b>
<b>Start date</b>	<b>01.09.25</b>
<b>Closing date</b>	<b>Wednesday 23 April 2025 at midday</b>
<b>Shortlisting</b>	<b>Wednesday 23 April 2025</b>
<b>Interview date</b>	<b>TBC - Week beginning 28 April 2025</b>

<b>Visits to the school</b>	<b><a href="mailto:admin@westonway.herts.sch.uk">admin@westonway.herts.sch.uk</a> 01462 892172</b>
<b>School website</b>	<b><a href="http://www.westonway.herts.sch.uk">www.westonway.herts.sch.uk</a></b>
<b>School address</b>	<b>Weston Way, Baldock, Hertfordshire, SG7 6HD</b>
<b>Contact</b>	<b>Kelly Nichol / Carly Morris</b>

# Candidates Information

## **Application**

Application is via the Teach in Herts online application form only. We do not accept CVs. Please read the attached guidance in the advert and complete all aspects of the form fully. You should include your full work history with no unexplained gaps since leaving education. Please also include all qualifications and details of relevant training.

## **Personal Statement**

Your Personal Statement is a very important section of the application form and provides the basis for shortlisting of candidates. When writing this, be sure to address each of the requirements in the Person Specification and give evidence of your skills, knowledge and experience. Although there is no set word limit for this, try to keep your statement within two pages (2,000 - 2,500 words).

## **References**

Preferred references are from your last two employers, and you should provide their official organisation email address for us to contact. It will be helpful if you can make them aware of your application.



# Key Information



Type of school	Community maintained
<b>Ofsted rating</b>	Outstanding
<b>Age range</b>	3-5 years
<b>Number of children on roll</b>	70
<b>Number of children on SEND register</b>	11
<b>Number of children with EAL</b>	9
<b>Number of children eligible for EYPP</b>	8



# Safeguarding

Weston Way Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post will be subject to a Disclosure and Barring Service (DBS) enhanced check, as well as other pre-appointment checks outlined in our Safer Recruitment Policy.

# Job Description



**Purpose of the role:** To be responsible for the provision of a safe and stimulating environment for children in our care.

**Accountability:** The post holder is managed by a member of the school's Senior Leadership Team.

**Aim:**

- To ensure that the provision in Nursery is of the highest possible standard and that all statutory requirements are met
- To be responsible for the care and learning of children with additional needs

**Responsibilities:**

- To be responsible for the emotional well-being and learning of children
- To interact appropriately with children and parents, taking into account their individual needs
- To plan and prepare a range of learning opportunities including the organisation of materials
- To support parents to understand and help their child's learning and development
- To ensure that the environment is safe, clean and secure
- To build positive relationships with all staff in the school
- To work with the teacher(s) to assist in the planning of developmentally appropriate activities that support children's learning
- To assist in planning environments that meet the needs of all children
- To maintain children's records, carry out regular assessments and be accountable for children's progress and attainment
- To work with other professionals in order to support the needs of children and their families
- To be responsible for protecting and safeguarding all children
- To ensure the health and safety of children and staff, including child protection issues, the monitoring and checking of equipment and health and safety requirements, plus record any accidents.
- To ensure up to date knowledge of all policies and procedures and that they are adhered to and implemented
- To contribute to the development of the school, showing commitment to our shared ethos and values

# Job Description continued



## **Early Years Practitioner role may also undertake some or all of the following:**

- Escort and supervise children on educational out of nursery school activities
- Prepare and present displays
- Assist pupils with eating, dressing and hygiene including intimate care, as required, whilst encouraging independence

## **Equalities**

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

## **Safeguarding and Health and Safety**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR); and report all concerns to an appropriate person.

## **Data Protection (GDPR)**

- To be aware of and comply with responsibilities under the Data Protection Act (1984) and General Data Protection Regulation (May 2018) for the security, accuracy and significance of personal data held on paper or electronic systems.



*'Home from Home'*

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Experience of working with children in a preschool/nursery/school setting</li> <li><input type="checkbox"/> Relevant qualifications (e.g. NVQ Level 3 in Early Years/HLTA Status/Teaching degree)</li> <li><input type="checkbox"/> Training or expertise in a relevant curriculum or other learning area (e.g. Early Years Foundation Stage Framework)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Working with pupils with a range of special educational needs</li> <li><input type="checkbox"/> Maths and Literacy GCSE [A-C]</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Know how to use a range of teaching and learning strategies to support children's progress</li> <li><input type="checkbox"/> Plan effective activities for pupils</li> <li><input type="checkbox"/> Use behaviour management strategies in line with policy</li> <li><input type="checkbox"/> Respond to young children's needs</li> <li><input type="checkbox"/> Understands the importance of the unique child within a holistic approach</li> <li><input type="checkbox"/> Work independently</li> <li><input type="checkbox"/> Able to work effectively as part of a team</li> <li><input type="checkbox"/> Remain calm under pressure and be able to adapt to change quickly</li> <li><input type="checkbox"/> Show genuine care and respect for young children and their families and a commitment to working with them</li> <li><input type="checkbox"/> Have empathy with those facing barriers to their learning</li> <li><input type="checkbox"/> Contribute to a purposeful learning environment</li> <li><input type="checkbox"/> Encourage children to interact and learn cooperatively with others</li> <li><input type="checkbox"/> Respond to guidance and proactively seek CPD opportunities</li> <li><input type="checkbox"/> Be a positive role model</li> <li><input type="checkbox"/> Ability to recognise the importance of confidentiality at all times</li> <li><input type="checkbox"/> Use ICT effectively</li> <li><input type="checkbox"/> Record basic children's data</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support children's learning through play</li> <li><input type="checkbox"/> Assist with escorting children on educational visits</li> </ul>

# ES



<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>❑ Understanding of relevant codes of practice/ and legislation</li> <li>❑ Understanding of child development and learning</li> <li>❑ Training in relevant learning strategies</li> <li>❑ Early Years Framework</li> </ul>	<ul style="list-style-type: none"> <li>❑ Working within a creative curriculum</li> <li>❑ Knowledge of health, safety and hygiene practices and requirements</li> <li>❑ Attends staff training sessions where appropriate</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>❑ Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people</li> <li>❑ Displays commitment to the protection and safeguarding of children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Possession of a current Basic First Aid certificate</li> <li>❑ Possession of a current Paediatric First Aid certificate</li> <li>❑ Possession of Level 1 Safeguarding certificate</li> <li>❑ Willingness to undertake training for these qualifications</li> </ul>



Thank you



We look forward to  
beginning our  
adventure together  
with you

*'Home from Home'*