



Newhall Primary Academy and Nursery | Roundhouse Way | Harlow | Essex | CM17 9SF  
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Website: [www.newhallacademy.org](http://www.newhallacademy.org) | Twitter: @newhallacademy

Headteacher: Mrs Debbie Gayler BA (Hons) QTS, NPQH  
Nursery Manager: Mrs Stef Montgomery BA (Hons) EYP

30<sup>th</sup> August 2019

Dear Applicant,

I am delighted that you have expressed interest in the post of Early Years Practitioner at Newhall Primary Academy and Nursery.

### Overview

Are you an outstanding Early Years Level 2 or 3 Practitioner? Do you want the rare opportunity to be part of our growing Newhall family? If so, we would love to hear from you! At Newhall Primary Academy and Nursery we are looking for an Early Years Practitioner to work in our Nursery. We are looking for Practitioners who are up for a challenge and want to get stuck in with all aspects of our academy life!

Post Title:	Early Years Practitioner
Contract type:	Permanent
Location:	Newhall Primary Academy and Nursery
Working hours:	37 hours, 52 weeks per year with holiday entitlement
Start date:	October 2019
Salary:	Essex LGS Point 3-4 (£18,065 - £18,426) plus OFA £609

### About us

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, with the capacity for 420 children. The Primary Academy will have 102 children on roll in September. It will grow year-on-year until it reaches full capacity (60 per year). The Nursery has capacity for 56 children and is open all year round from 7.30am until 6pm. It offers both funded and private day care places.

The Academy and Nursery opened in September 2018 with 15 permanent staff and we are now seeking additional staff to join us and be part of the unique opportunity to build and grow the setting from its infancy. There is no doubt about it, setting up the Academy and

Nursery from scratch takes vision, dedication and hard-work, but being part of that exciting and rare journey is exciting and it will be very rewarding to see the Academy and Nursery take shape over the next few years. To see more information about Newhall, please visit our website.

The children at Newhall are enthusiastic, keen to learn and a joy to work with. We are also supported by a growing community, including very supportive and engaged parents and an active Governing Body.

### **About the role**

As one of the first members of staff to be appointed to Newhall Primary Academy and Nursery, you will help shape its future direction. You will work alongside our Nursery Manager, EYFS Leader and other EYFS staff to help create an exciting and vibrant Early Years, where all children thrive.

You will be based in the purpose built Nursery building. You will be line managed by an experienced Room Leader and be part of the wider Academy and Nursery Early Years Team.

### **What we're looking for:**

We are looking for someone who is passionate about working in childcare, has previous experience in a day care setting and knowledge of the current Early Years Framework. You must have recent experience of working with 0 – 5 year olds, and be able to show evidence of this. If you are hard-working and thrive on a challenge, have a good standard of both spoken and written English, then we would like to hear from you.

The successful candidate will have:

- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence.
- Excellent inter-personal experience as an effective good and outstanding Early Years Practitioner.
- Excellent communication skills and a good sense of humour
- Good organisational skills
- Creativity which drives all aspects of care and education

In return we can offer:

- A firm commitment to you and your professional development.
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors.
- A growing learning community.
- Encouragement to develop new ideas and the opportunity to make a real difference.
- Coaching and mentoring from the academy's Senior Leadership Team.
- Fantastic trust-wide CPD opportunities

Vast opportunities for career progression

### How to apply

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact the school on 01279 215480 or email [office@newhallacademy.org](mailto:office@newhallacademy.org).

Completed applications should be sent via e-mail to [head@newhallacademy.org](mailto:head@newhallacademy.org) by 13<sup>th</sup> September 2019.

Short-listed candidates will be invited for interview in the week beginning 16<sup>th</sup> September 2019. Newhall Primary Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

In applying for this post you are required to submit:

- A completed REAch2 Academy Trust Application form which contains the Person Specification form; and
- A supporting letter of application; not to exceed two sides of A4

The person specification contains the criteria that the selection panel will use in the selection process. In addition, the panel will place considerable emphasis on your supporting letter, which should not exceed two sides of A4.

When completing the application please follow these guidelines:

- You may choose to provide your details by hand or use a computer, but please complete all sections in black ink.
- Please submit the application form (containing the Person Specification Form) with your supporting letter. Do not submit a CV instead of an application form.
- When e-mailing your application, please ensure it is marked 'Confidential'.

Newhall Primary Academy and Nursery has a rigorous Child Protection policy and is committed to the welfare of every child. Consequently, all short listed candidates will be asked for two references before interview and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required.

Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

If you would like any further information to assist you in your application, please do not hesitate to get in contact.

I look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'D Gayler', with a stylized flourish underneath.

***Mrs Debbie Gayler***  
**Headteacher**