



## **Enquire Learning Trust Application Pack**

### **Early Years Practitioner (Level 3)**

ELTMAY2611

**Enfield Academy of New Waltham  
Enfield Avenue  
New Waltham  
Grimsby  
DN36 4RB**

**Contents:**



**1. The Enquire Learning Trust Visions, Values and Mission**



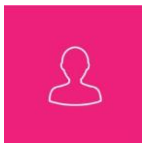
**2. Academy Information**



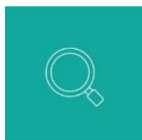
**3. EAP Programme**



**4. Job Advert**



**5. Job Description**



**6. Person Specification**



## The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

### Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.



At Enfield, we pride ourselves on a very happy school atmosphere as we take time to get to know our children well. The support of our parents and wider community is very important to us and we work collaboratively with parents to promote high standards of learning and behaviour.

Our dedicated and skilled staff team all work very hard to provide the best opportunities for all pupils and to create a secure environment that is attractive, stimulating and challenging. Through this, the children develop a set of positive learning behaviours with an enquiring curiosity toward learning and a desire to succeed.

We have an open-door policy at Enfield whereby families of our pupils are always welcome to come and share their input and concerns with us.

Do remember though that the best way to judge us is to come inside, talk to us and become involved in our children's education. If you would like to arrange a visit or require any further information, please do not hesitate to contact us.

Mrs Lowe

Principal

# EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

## Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

**Early Years Practitioner (Level 3)**  
ELTMAY2611

**Working Hours:** 13 hours per week  
**Working Weeks:** TTO + 2 days  
**Salary Scale Range:** NJC SCP 3  
**Contract Type:** Permanent  
**Start Date:** 1<sup>st</sup> September 2026  
**Location:** Enfield Academy of New Waltham

A rare and exciting opportunity has arisen for the right person to join our friendly team here at Enfield. We are seeking to appoint an Early Years Practitioner to support children within our Nursery setting.

We are looking for a candidate who:

- Can form positive relationships with children, parents and staff
- Is able to use their initiative to support behaviour
- Has a proven track record of having a positive impact on children's progress
- Is adaptable to situations and able to work effectively as part of a team
- Is an excellent communicator and role model
- Has good English/maths/computing skills
- Is a 'can do' person!
- Is resilient and flexible
- Is willing to make a positive contribution to the development of our school
- Aspires to be the very best version of themselves that they can be

We will offer you:

- Delightful and well-behaved children who are eager to learn.
- A well-established school where the whole team work together and support one another.
- A commitment to promoting staff's emotional and physical well-being.
- Excellent opportunities for professional development.

The post will commence on Tuesday 1<sup>st</sup> September, 2026

Visits to the school are welcomed!

*We are committed to safeguarding and promoting the welfare of children and young people and expect the same commitment from all staff and volunteers. **Please note, an online search may form part of this recruitment process.***

Closing Date: Monday 1<sup>st</sup> June

Proposed Interview Date: Friday 5<sup>th</sup> June

Contact Details:

**Principal:** Mrs J Lowe      **School Business Manager:** Ms J Donaldson      **Telephone:** 01472 321434  
**Email:** [office@enfieldacademy.co.uk](mailto:office@enfieldacademy.co.uk)      **Website:** [www.enfieldacademy.co.uk](http://www.enfieldacademy.co.uk)

**DBS/Safeguarding Statement**

The Enquire Learning Trust 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. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**

# Enfield Academy of New Waltham



## **JOB DESCRIPTION**

**POST TITLE: Early Years Practitioner**

**REPORTS TO: Principal**

### **1. PURPOSE OF JOB:**

To provide support for our children in the EYFS, the teacher and the school in order to raise Standards of achievement for all children.

To provide inclusive continuous provision and learning opportunities for all children attending the nursery.

To support pupils' learning, including those with SEN; to work with other staff to further pupils' independence, impact on learning and to ensure all pupils have equal access to the curriculum. The postholder will also perform other related practical duties to support learning.

Ensure that children are engaged in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare.

### **2. MAIN RESPONSIBILITIES**

- Implement and deliver the EYFS curriculum in accordance with the children's social, emotional, physical and intellectual needs.
- To keep informative, accurate and up to date records and assessments, including records of progress and any behavioural and developmental reports.
- To work within the setting's policies and procedures.
- To respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.
- To act as a Key Person to a group of children and to ensure their needs are reflected in the planning of routines and activities.
- To support the work of other staff in their role as key person as required.
- To liaise closely with parents and carers as a Key Person: informing parents of their children's progress and encouraging them to become involved in their children's learning.
- To be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- To undertake any reasonable duties as directed by the Early Years Leader
- Assist in the presentation of displays in the learning environment to enhance the learning experience and celebrate the achievements of pupils and provide information.
- Participate in and support educational visits and outings to enhance the learning experience.

- Attend training to support and contribute to on-going professional development.

### 3. SUPERVISION/MANAGEMENT OF PEOPLE

No direct supervisory responsibility other than familiarisation of procedures to colleagues.

### 4. CONTACTS AND RELATIONSHIPS

**EYFS Team and Teachers** – to support the Nursery Lead in the planning, preparation and delivery of a broad and balanced curriculum relevant to individual needs.

Assist the Nursery Lead in preparing materials, reporting pupils' progress and supporting learning activities.

**Pupils** – to support, assist and enable them to access the curriculum and develop social and independence skills to their fullest ability.

**Other staff** – to work as part of a team with all pupil related staff to keep them informed of areas of concern and pupils needs, particularly when handing over at the end of a session.

### 5. DECISION

**Discretion** - The degree of discretion for the postholder is limited.

The postholder will determine routine decisions taken from a range of known options. Non routine decisions where the outcome is unclear will be discussed with the class teacher.

Any areas of concern related to child protection issues must be immediately reported to the Safeguarding Lead.

**Consequences** - The postholder works under the direction and supervision of the Early Years Lead. Any decisions will have a limited short-term effect for the pupil and on the education provision within the school.

Constructive and effective support of the pupil can enhance the pupils' academic development.

### 6. RESOURCES

Shared responsibility for teaching materials and equipment.

### 7. WORK ENVIRONMENT

Work Demands

The postholder will normally work within an agreed routine which may vary dependent upon the needs/behaviour of pupils.

The postholder works within an established policy framework with the discretion to respond to changes in circumstances (e.g. wet playtime)

## Physical Demands

Physical effort may be required in assisting pupils with daily routines, e.g. personal needs, lifting and handling of basic equipment, setting out classrooms and learning environments.

## Working Conditions

The post holder will work within the School environment with some periods of outdoor activity when supervising pupil activities

## Work Context

The post is predominantly classroom based and some risk is posed to the personal safety of the postholder. There will be some lifting of equipment. In some instances there may be a risk of infection from exposure to pupils' bodily fluids.

## 8. KNOWLEDGE AND SKILLS

See person specification

## 9. GENERAL

**Other Duties** - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Equal Opportunities** - The postholder must carry out his / her duties with full regard to the Trust's Equal Opportunities policy.

**Health and Safety** - The postholder must carry out his / her duties with full regard to the Trust's Health and Safety Procedures.

Signature: *J.Lowe*

Date: 12.05.26

Job Description prepared by: Joanne Lowe

Role: Principal

Received by Postholder:

Date:

## PERSON SPECIFICATION

### **You will need to be:**

Someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate staff.

<b>Qualification and other required skills</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Experience of working with pupils in the Early Years</li> </ul>	X	
<ul style="list-style-type: none"> <li>Level 3 in Child Care and Education or equivalent qualification</li> </ul>	X	
<ul style="list-style-type: none"> <li>Paediatric first aid qualification</li> </ul>		X
<ul style="list-style-type: none"> <li>Enhanced DBS.</li> </ul>	X	
<ul style="list-style-type: none"> <li>GCSE English &amp; maths grade C or above or equivalent</li> </ul>	X	
<ul style="list-style-type: none"> <li>Sound understanding of child development and of children's needs and current legislation relevant to the Early Years.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Excellent interpersonal, oral and written communication skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to work with children demonstrating a range of needs (including behaviour issues) either individually or within a small group situation</li> </ul>	X	
<ul style="list-style-type: none"> <li>Strong time management skills and ability to prioritise workload.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to work effectively as a member of a team</li> </ul>	X	
<ul style="list-style-type: none"> <li>Computer literacy, including experience using Word (or similar) for reports and tablets</li> </ul>	X	
<ul style="list-style-type: none"> <li>Caring attitude and a friendly, flexible approach</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to work on own initiative and influence good practice through own example.</li> </ul>	X	

Visits to the Academy are encouraged, for more information please call the school office on 01472 321434

Online Application forms are available via the Enquire Learning Trusts website:

[Job Vacancies | The Enquire Learning Trust](#)

*The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.*

## **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations