



Weston Way Nursery School

Senior Leader Class Teacher  
Candidate Pack

---

*'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 2-4 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 Senior Leader Class Teacher role is an essential role within our team of co-adventurers. Our new teacher will be someone who recognises the importance of their 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.

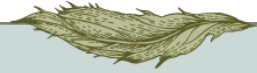
We look forward to hearing from you.

Kelly Nichol

Headteacher

*'Home from Home'*

# Candidates Information



Pay range	MPS/UPS
Start date	01.01.26 or earlier if possible
Closing date	Sunday 21 September
Shortlisting	Wednesday 24 September
Interview date	Monday 29 September

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

# 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

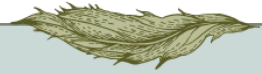
Your Personal Statement is a very important section of the application form and provides the basis for shortlisting of candidates. When writing this, be sure to address each of the requirements in the Person Specification and give evidence of your skills, knowledge and experience. Although there is no 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
Ofsted rating	Outstanding
Age range	3-5 years
Number of children on roll	81
Number of children on SEND register	11
Number of children with EAL	9
Number of children eligible for EYPP	8





# Safeguarding

Weston Way Nursery School 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



**Location:** Weston Way Nursery School

**Pay grade:** MPS/UPS

**Purpose of the role:**

- Assist the Headteacher and Deputy Headteacher in leading and managing the school as required
- Have responsibility for and oversee the management of provision
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

**Accountability:** The post holder is managed by the Headteacher.

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

## **Responsibilities:**

In addition to the core teaching responsibilities set out below, the class teacher will be required to:

- Contribute significantly to the direction of the School Improvement Plan taking account of the priorities of the school
- Work closely with the Headteacher and Deputy Headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils
- Take overall responsibility for the coordination of teaching, planning and learning each day
- Take overall responsibility for the quality and standards of teaching and learning
- Encourage good working practices and provide leadership, direction and support to both teaching and support staff
- Oversee all aspects of the organisation and management, including the preparation and chairing of meetings
- Ensure the effective transition of children to nursery and onwards to feeder settings and if necessary, communicate with other leaders to ensure continuity and progression
- Make a significant contribution to the schools' leadership tasks as a member of the senior management team
- Evaluate achievement, attainment and pupils progress data and provide reports to the senior leadership team and governors as required
- Monitor standards of behaviour across the nursery
- Manage and facilitate the induction process of new members of staff
- Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
- Support preparation for external visits, OFSTED inspections and action any recommendations that may result from inspection



# Job Description continued



## **Teaching:**

- Be responsible for the quality of the teaching and learning of all pupils, including the learning environment
- Plan and teach well-structured lessons, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of children

## **Whole-school organisation, strategy and development:**

- Contribute to the development, implementation, monitoring and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes

## **Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Be the nursery First Aid Lead
- Maintain a therapeutic approach to behaviour effectively to ensure a positive and safe learning environment.

## **Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school, ensuring that all views are acknowledged and respected
- Develop effective professional relationships with colleagues

## **Management of staff and resources:**

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them

## **Professional development:**

- Take part in the school's performance management procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Lead performance management and professional development of assigned members of the team and wider team where appropriate
- Leads and supports school and college student placements

## **Communication:**

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors

## **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. 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> <li><input type="checkbox"/> Leadership experience</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"/> Contribute to nursery school development</li> <li><input type="checkbox"/> Work independently</li> <li><input type="checkbox"/> Work effectively leading and managing a team</li> <li><input type="checkbox"/> Use therapeutic approach to behaviour strategies in line with policy to support the whole team</li> <li><input type="checkbox"/> Be a positive role model</li> <li><input type="checkbox"/> Coach others</li> <li><input type="checkbox"/> Know how to use a range of teaching and learning strategies to support children's needs and progress across the whole team</li> <li><input type="checkbox"/> Understands the importance of the unique child within a holistic approach</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</li> <li><input type="checkbox"/> Proactively contributes to a purposeful learning environment</li> <li><input type="checkbox"/> Respond to guidance and proactively seek CPD opportunities</li> <li><input type="checkbox"/> Use ICT effectively</li> <li><input type="checkbox"/> Record and analyse basic children's data</li> <li><input type="checkbox"/> Ability to recognise the importance of confidentiality at all times</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> <li><input type="checkbox"/> Manage in the absence of Headteacher / Deputy headteacher</li> <li><input type="checkbox"/> Support with developments in preparation for Ofsted or following their visit</li> </ul>

# PS



Knowledge	<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>
Safeguarding	<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 Paediatric First Aid or First Aid at Work 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'*