



## **Welcome to the Link Academy Trust**

We have designed this recruitment pack to give you an insight into our Trust, the academies within it and how you can become part of it by working with us.

The Link Academy Trust incorporates the eighteen small schools of Bearnese and Wolborough in Newton Abbot, Broadhempston, Cheriton Bishop, Diptford, Drake's, Harbertonford, Hennock, Ilsington, Landscope, Morchard Bishop, Moretonhampstead, Otterton, Sparkwell, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor and Yeoford. Five of the schools are situated in rural villages around the town of Totnes, set within the beautiful South Hams region of Devon, with the addition recently of Sparkwell All Saints primary near Plympton. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnese Primary is set within the heart of Newton Abbot, Cheriton Bishop, Tedburn St Mary, Yeoford and Morchard Bishop are in the area just to the north east of Dartmoor, near Crediton and Drake's and Otterton are situated in Budleigh Salterton.

Whilst all the Academies gain expertise by work closely together, each school is unique with its own particular character and each Hub of schools, Totnes, Moorland, Raleigh and Woodleigh, have their own School Board. Our Academies achieve high academic standards through the provision of an exciting curriculum that makes the most of our rich surroundings. We offer a caring, nurturing environment, with dedicated staff who strive to meet the needs of every child and a culture of high expectations through first rate systems and procedures that ensure we are effective and efficient in all that we do.

Working together, our Academies can achieve more for our children than by working alone. We learn together, support each other, share our expertise and ensure we are always current, ready to offer the very highest standards of teaching and provide exceptional learning opportunities for all our children.

The Academies within our Multi-Academy Trust are vibrant and exciting places to work in, yet our small size enables us to know every child and build strong relationships with each family. All Academies have good reputations built on high standards and a caring ethos, but we are always looking for ways to improve so that we meet the challenges of preparing children for the future.

We maintain excellent links with other schools in the area and we have close ties with the successful local secondary schools of Ivybridge, Kingsbridge, South Dartmoor, Totnes, Newton Abbot, Teign, Exeter, Okehampton and Crediton as well as with the grammar schools in Torbay and Plymouth.

If you are interested in learning more about the Link Academy Trust, or would like to visit us, we would be very happy to show you around any of our Academies so that you can meet the children and staff.

We look forward to receiving your application

Nicky Dunford, CEO

# Work for Us

## The Vacancy

### **Preschool Assistant – Ilington C of E Primary School**

Permanent post to commence April 2024

To be paid on NJC Grade C, £12.18 per hour for 4 days per week.

The Link Academy Trust are looking to appoint a practitioner to join their Early Years team at Ilington Preschool. You will be part of a proficient team dedicated to working to improve the outcomes for all our children, where your work life balance will be promoted.

We are looking for someone who is not afraid to sing out of tune in front of a crowd of children and is always prepared to laugh at jokes that they may not understand! You should have the ability to rapidly count the heads of many moving children and remember the names of all the pre-schoolers, their families, pets and their third favourite dinosaur as well as be able to read books upside down! We are looking for someone with a warm, smiley face that makes children feel special and in return you must be prepared to feel loved by many children and their families. Dressing up as a princess or a dragon is a regular part of our day, and you should have some idea of the noise a dragon makes. Candidates should have a good knowledge of the 2024 Early Years Framework and be able to execute engaging activities for the children in our setting.

We offer you the support of clear systems, protocols, expectations, and structures to help you to succeed. You will need to show initiative, creativity and demonstrate the aptitude to work as part of a successful and growing team in Early Years to improve the life chances of our pupils and make every child feel 'special'.

We want you to come and join our happy, positive learning environments where our consistent vision is that through collaboration we will always be 'Stronger Together'

What we are looking for in a candidate is:

- **NVQ3 qualification or the equivalent Level 3 diploma in childcare must be held for this position** (please see job description below for specific qualification criteria)
- Preferable to already have a Paediatric First Aid qualification if L3 was completed since Jun 2016
- A real commitment to the safety, well-being of our pupils
- An understanding and awareness of the Early Years Framework
- Recognition of our amazing children; nurturing and supporting them, and meeting their needs to ensure they have independent learning behaviours that will see them prepared for their future learning journey.
- A committed approach to the wider school community and engagement with them.
- A cheerful, fresh and creative approach to giving the children in your care the best you can
- To have excellent interpersonal skills and be able to work as part of a strong and supportive team

What we can offer you:

- Salary Sacrifice offers, including Bike2Work, Tech Scheme and Gym Membership
- Substantial workplace pension
- Term time 'Give Back Day' to take for personal reasons
- Staff Wellbeing support
- CPD opportunities for all staff

If you wish to visit prior to application, a warm welcome awaits you. Please contact the school office to make an appointment on 01364 661208.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS disclosure and Social Media online check.**

To download an application form, please see the school website [Ilington Church of England Primary School - Vacancies \(thelink.academy\)](https://www.itslink.academy/vacancies)

Completed applications should be emailed direct to the Trust HR Operations Manager, Sue Howard at [hr@thelink.academy](mailto:hr@thelink.academy)

Closing date: 8<sup>th</sup> April 2024 12noon

Interview date: w/c 15<sup>th</sup> April 2024

# **The Role**

## **POST DETAILS**

**TITLE** Teaching Assistant/Early Years Worker

**LINE MANAGER** Executive/Academy Head

**GRADE** C

## **PURPOSE OF JOB**

To help provide safe, high quality education and care for pre-school children. To help the Pre-school Leader to fulfil legal and statutory requirements and to contribute to/implement policies. To work as part of the pre-school team under the direction of the Lead and Executive/Academy Head. To help run a successful pre-school in a fun and safe environment.

## **MAJOR RESPONSIBILITIES**

1. To provide a high quality of education and learning and offer appropriate stimulation and support to children attending the setting.
2. To ensure that the welfare and safety of children is promoted with the setting and that any child protection concerns are always appropriately acted upon immediately.
3. To help ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.
4. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
5. As a staff member, allow parents the opportunity to meet with their child's key person (e.g. parent evenings).
6. To help ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.
7. To work as a team to help implement any recommendations made following regulatory inspections.
8. To contribute to and to help implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
9. To help ensure that children attending the setting receive a balanced and healthy diet at snack time.
10. To attend any training events or meetings as required and to keep up-to-date with current good practice. Training will be provided where appropriate and any extra training will be considered after a successful probation period has been completed.
11. To work as a team to ensure that accurate and up-to-date record keeping systems are kept e.g. children's records of progress and any behavioural and development reports, any safeguarding issues and health and safety issues.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Pre-school Lead or Executive/Academy Head.**

## **PERSON SPECIFICATION**

### *Essential criteria*

- A Level 3 Early Years education and childcare qualification or equivalent that is recognised by the DfE as full and relevant. For more information about qualifications which are considered full and relevant and awarding organisations please consult the [Early Years Qualifications List](#) (EYQL) or a willingness to train in a relevant EY qualification.
- Paediatric First Aid
- Proven experience of working in an Early Years setting.
- Proven experience of working in a team.
- Ability to communicate effectively to a wide variety of people including parents, committee, Ofsted, staff and children verbally and in writing.
- Sound understanding of child development and of children's needs.
- To have knowledge of the pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations.
- Knowledge of current legislation relevant to the Early Years.
- Ability to work with parents and families to encourage their involvement.
- Ability to supervise children effectively.

- Commitment to equal opportunities and an understanding of equality and diversity issues.

#### *Desirable criteria*

- Experience in a pre-school setting
- Current First Aid at Work qualification.
- Current child protection / universal safeguarding awareness.

**Link  
Academy  
Trust**

## Your wellbeing matters. We have signed up to the Education Staff Wellbeing Charter to:



**Prioritise staff mental health**



**Give staff the support they need to take responsibility for their own and others' wellbeing**



**Give managers access to the tools and resources they need to support the wellbeing of those they line manage**



**Establish a clear communications policy**



**Give staff a voice in decision-making**



**Drive down unnecessary workload**



**Champion and enable flexible working**



**Create a good behaviour culture**



**Support staff to progress in their careers**



**Include a sub-strategy for protecting leader wellbeing and mental health**



**Hold ourselves accountable, including by measuring staff wellbeing**

### Education Staff Wellbeing Charter

For more information: [www.gov.uk/dfe](http://www.gov.uk/dfe)



Department  
for Education

## Our Academies



**Bearnès** is situated in the centre of the busy market town of Newton Abbot. The pupils of the school are encouraged to benefit from and respect the diversity of their environment, learning through educational opportunities from the locality and being involved with the community at all levels. The school has a strong ethos of self-fulfilment for the pupils, while of equal importance is the development of a caring and nurturing attitude to life. All the staff endeavour to provide all children with a safe and secure environment that has high expectations and supports them to fulfil their potential.



**Broadhempston** is a traditional small village school, bijou but perfectly formed, with a warm and friendly family atmosphere. Situated just a short distance from Totnes, making the most of the idyllic rural setting throughout the year. The school offers an exciting and relevant curriculum which provides excellent opportunities and experiences and great foundations for life. Whilst focussing on the highest academic achievement, they always have the 'whole' child in mind and have an excellent team of inspirational staff who help the children develop into positive and enthusiastic learners.



**Cheriton Bishop** is vibrant school with a warm and friendly family atmosphere who believe their pupils should clearly understand their responsibility for learning by actively engaging with the creative curriculum. They are encouraged to value their educational opportunities and enjoy the learning experiences it provides. In return they offer an excellent team of staff who work incredibly hard to provide a broad range of activities and challenges, whilst greatly valuing and actively promoting the partnership between home and school because they understand that it is only through joint support that every child will reach their full potential.



**Diptford** is a thriving and vibrant school, yet their small size enables them to know every child in real depth; to understand their talents and what motivates them. The staff aim to help every child discover their unique and individual potential and support them to develop it. Offering a caring, nurturing environment with a unique family atmosphere, the school has an excellent reputation and achieves high academic standards through the provision of a rich and exciting curriculum that makes the most of its beautiful surroundings.



**Drake's** is very special school, where a dedicated emphasis on teaching and learning to high standards sits comfortably alongside the provision of a safe and happy space for their children to learn and develop as rounded, vibrant individuals. The school is also a valuable part of the community offering an excellent environment for all children and they believe in supporting all pupils to enable and inspire them to grow as confident, independent learners, fully equipped and ready for life's challenges.



**Harbertonford** is a thriving small Church School situated just outside the town of Totnes and achieves high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings and caring, nurturing environment. It is a vibrant and exciting place aiming to help its pupils to discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Harbertonford has a good reputation, built on high standards and a caring ethos and they strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way.



**Hennock** is vibrant school with a warm and friendly family atmosphere. Situated on the doorstep of Dartmoor, they make the most of their idyllic rural setting throughout the year and work in close partnership with parents and the community. Learning effectively happens most successfully when children feel happy, safe and actively involved with purposeful experiences. Hennock aims to ensure children believe in themselves, trust those supporting them and are provided with inspirational learning experiences.



**Ilsington** is a small rural school nestling in the Devon countryside on the edge of Dartmoor with an integrated pre-school working alongside the primary classes, ensuring the highest standard of transition as the children reach primary age. Ilsington has a long history of providing a warm, caring, and creative environment where all children are welcome and where they are encouraged to be independent, active learners. The school's culture is firmly rooted in its Christian values of *Friendship, Kindness, Honesty, Resilience, Respect and Compassion*.





**Landscape** is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Landscape has an excellent reputation built on high standards and a caring ethos with staff experienced and committed to meeting the individual needs of every child.



**Morchard Bishop** is a warm and welcoming church school that strives to provide the best start for all of our pupils. Our vision of being 'Deeply rooted. Individually nurtured. Inspired to flourish.' ensures that we focus on developing children that are driven to become the very best version of themselves. We are incredibly lucky to have varied and spacious outdoor facilities which we regularly utilise as part of our curriculum offer. The school plays a vital role within our community and often support village events.



**Moretonhampstead** is a vibrant school with a warm and friendly family atmosphere. They have kind, curious and engaged children and a staff team who are highly dedicated and strive to do the very best for every child. The school enjoys a positive relationship with parents and the local community and are fortunate to have a superb modern school building with excellent facilities and spacious grounds and outdoor spaces, nestled within Dartmoor National Park.



**Otterton** is in a beautiful village in the heart of East Devon. It is a special place where there is a tremendous amount of academic and lifelong learning brought to pupils through a carefully planned curriculum and a dynamic and dedicated teaching staff. It is a very family orientated and child-centered school, with a whole range of skills and experiences for pupils to develop their learning and unique abilities. An important part of the community with much activity taking place in our wonderful environment.



**Sparkwell** is located in a small village right on the edge of Dartmoor National park with stunning surrounding countryside. The environment at Sparkwell is described by Ofsted as 'calm and purposeful, with pupils across the school being focused, respectful and attentive. Effective pastoral support ensures that all pupils settle quickly and feel safe and happy'. Sparkwell is the small school with a big heart and even have resident Cavapoo, Luna, attending school a couple of days a week to help children socially and emotionally.



**Stoke Gabriel** is a thriving friendly school in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty. Achieving high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings, a caring, nurturing environment with a family atmosphere and a team of dedicated staff. A vibrant and exciting place to work in, yet their small size enables them to know every child and the things that motivate them.



**Tedburn St Mary** prides itself on being a warm, close-knit school with high educational expectations and standards, appreciating the varying needs and strengths of all pupils, helping them to achieve their full potential. They are committed to providing every pupil with the best possible educational experience within a safe, nurturing environment. Developing, encouraging and motivating children to ensure all pupils become confident and successful lifelong learners.



**Widecombe** is placed in a unique and beautiful location in the heart of Dartmoor. A sense of community is central to their ethos and they want all children to value and understand, not only their own school community and the surrounding local communities, but also extremely important that they develop a wider sense of what community means globally. At Widecombe, the curriculum gives frequent and varied opportunities for the children to develop their personal voice, meaning they leave Widecombe as confident, competent individuals.



**Yeoford** is an integral part of the village and community and they pride themselves on providing a safe, secure and friendly environment for every child to achieve their true potential. They enjoy a good range of resources, including their own football pitch, netball court and children's kitchen. The children also have their own allotments and achieve great success and enjoyment growing vegetables and then cooking them. Everything done at Yeoford is to provide every child with the best possible learning experience so it will inspire, encourage and motivate them to become successful lifelong learners.