



Enriching lives

Unleashing possibilities

Building futures



# Ethos, Virtues and Values

*Enriching Lives  
Unleashing Possibilities  
Building Futures*

The Opossum ethos is based on our core belief that all pupils deserve high quality education, which engages, inspires and challenges; to ensure that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities, which we serve, aiming to ensure that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

## We do this by:

- Raising achievement through quality first teaching, which enthuses and motivates; aspiring all to fulfil their potential.
- Ensuring pupil voice is at the heart of all we do to enable children to become confident, resilient and reflective independent learners.
- Offering a broad and varied curriculum, which ensures all children can read, write and are numerate.
- Having an open and welcoming environment where everyone feels welcome and included.

To fulfill these aims, Opossum believes that the development of staff is crucial; we therefore have strong Professional Development provision for the whole staff team. We ensure that every individual has a 'Pathway to Success' programme which enables all staff members to develop professionally, ensuring that everyone reaches their full potential. We believe that our **staff are our greatest resource** and therefore we ensure that we invest in all members of the team across our family of schools.

## Accreditation

At Opossum, we recognise the importance of working with outside agencies to quality assure the work we do, ensuring that the offer we provide is the very best it can be. Across our schools, the following accreditations are currently held:

- Pan London Quality mark, Gold award for Professional Development
- AfPE with distinction for the work we do in Physical Education
- UNICEF Rights Respecting Award, Level 1 for embedding a rights respecting ethos across the school, UNICEF Rights' Respecting Award, Recognition of Commitment
- Healthy Schools London award, Bronze and Silver
- Outstanding categorisation, Ofsted

# Our Federation

*Opossum is a family of schools located in East London, in the borough of Waltham Forest. It is committed to transforming and enriching the lives of the community it serves.*

The Opossum Federation was formed in 2014 and has both soft and hard-federated partners. The Federation currently comprises four primary schools in East London and works in partnership with other schools through informal networks or Service Level Agreements.

The Federation is built on three core objectives enriching lives, unleashing possibilities and building futures; these aims are at the heart of all we do within our family of schools. We strive to ensure that our schools retain their individual identities whilst ensuring that they are reflective of our Federation's ethos.

We aim for our schools to be inclusive organisations, where we recognise and celebrate all abilities and encourage our pupils to become independent thinkers. Staff from across our federated and partner schools support each other and work successfully in partnership to ensure all the pupils in our community receive the best education possible.

By working in partnership with a view to positively sharing our knowledge, experiences and skills we are confident we can benefit, not only as individuals, but also as a collective.

## Our Locations

Dawlish and Newport Schools are located in Leyton, east London – the schools are approximately a 10 and a 15-minute walk from Leyton and Leytonstone underground stations. The schools are in very close proximity, less than 5 minutes' walk apart. Leyton is a diverse, multi-cultural community, which, alongside neighbouring Stratford, is undergoing rapid regeneration, making it an exciting part of London to live and work.

Situated on the Central Line, Leyton is very accessible and a good base from which to explore all that London has to offer. We are one stop from the Olympic Park and the Westfield shopping precinct in Stratford. A mere 12 minute tube ride to Liverpool Street, a very popular area of London for bars and restaurants, 25 minutes from Oxford Circus in central London or approximately 15 minutes from Epping Forest.

Thorpe Hall Primary school is located Walthamstow, east London. The school is a 20-minute walk from Wood Street overground station or a short bus ride from Walthamstow Central bus, tube and overground station. Thorpe Hall and Oakhill Primary Schools both have car parks. Oakhill is located a short distance from Thorpe Hall in Highams Park. The nearest overground station is Highams Park, which is a 10-minute walk from the school and a 20 minute train ride from Liverpool Street. The school is on the edge of Epping Forest which makes it a great place to enjoy outdoor activities.

The Federation works closely with partner schools across and outside of London and internationally. Members of the leadership and wider staff teams work alongside colleagues in a range of contexts to support the practice of others and to further develop our own. We are deeply committed to collaboration, in recognition of the gains that can be made from working together.

**For further Information, please visit our website on [www.opossumed.org](http://www.opossumed.org)**

# Opportunities at Opossum Federation

At Opossum, we believe that all pupils deserve high quality education which engages, inspires and challenges; so that everyone meets their full potential. We strive to create safe and happy learning environments which promote independence and high expectations of all. We are committed to providing opportunities which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We are looking for enthusiastic and committed Early Years Practitioners to join our team as soon as possible.

**Salary:** Scale 6 point 18 - 21 (£27,228– £28,725) pro rata equating to £23,812.

Monday to Friday – 36 hours per week, 8.15am – 4.30pm, Term Time Only

We are looking for someone with:

- A positive outlook who is able to ensure the children are at the heart of all your actions
- A passion for early years teaching and empowering children to reach their maximum potential
- Excellent written and spoken communication skills
- Excellent ICT competency in all Microsoft Packages and a working knowledge of Apple systems.
- Excellent organisational skills
- Ability to use own initiative and work as part of a team
- Ability to work in a highly pressured environment to meet demands and deadlines
- Willingness to work flexibly

To download an application pack, please visit either of our website at [www.opossumed.org.uk](http://www.opossumed.org.uk). Please submit all completed Applications to Raihana Patel at [rp@opossumed.org](mailto:rp@opossumed.org)

Only applications submitted on the school's application form will be considered.

**Closing dates for applications: Friday 14<sup>th</sup> February 2020 – 12.00 noon**

**Interviews will be held W/C: Monday 2<sup>nd</sup> March 2020**

*All posts are subject to an enhanced DBS clearance and Satisfactory References and candidates are required to submit a self – disclosure form with their application.*

# **JOB DESCRIPTION**

## **Job Purpose**

- 1 To work in partnership and complementary to the Nursery reception teacher or lead professional, in order to help meet the aims of the Nursery. Nursery reception teacher or lead professionals are responsible for planning the overall policy and curriculum, and EYPs are given some responsibility for planning part of the programme and are to play a full part in its implementation.
- 2 To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards (Under 3s).

## **Major Tasks, Duties and Responsibilities**

### ***Support for Children***

- 1.1 Share responsibility for safety, health and welfare of children at all times
- 1.2 Ensure all children have access to the full curriculum
- 1.3 Relate well to children
- 1.4 Guide the development of children's social behaviour and attitudes
- 1.5 Frequently supervise children on activities without a teacher present including outdoor activities
- 1.6 Observing and assessing children's development and progress
- 1.7 Keeping accurate records of observation, assessment and development of children
- 1.8 Acting as a keyworker for a group of children
- 1.9 Taking responsibility for specific activities with large or small groups of children or individuals

### ***Support for the Teacher***

- 2.1 Organising materials and equipment for use within the nursery
- 2.2 Sharing responsibility for care and maintenance of resources and equipment
- 2.3 Lead in preparation and clearing up of activities and encourage children to help
- 2.4 Share responsibility for display
- 2.5 Contribute to curriculum development ensuring a stimulating environment
- 2.6 Take sole responsibility for specific activities including the planning
- 2.7 Take responsibility for an area of learning
- 2.8 Taking on other tasks such as Lunch Time supervision
- 2.9 Attend weekly staff and planning meetings
- 2.10 To work closely with other agencies and professionals on a regular basis

### ***Support for Parents***

- 3.1 Encourage parents and carers to be involved in the setting and their children's learning
- 3.2 Establish good relationships with parents and carers
- 3.3 Build up a trusting relationship with parents/carers of keyworker group
- 3.4 Take part in home visits when appropriate and required
- 3.5 Supporting parents with outside agencies when appropriate or required
- 3.6 Responsibility for actively developing home-setting liaison and parental involvement in the setting
- 3.7 Participating in organising and leading training for parents in the setting and if in a Children Centre for parents in the wider community

## **Supporting the Early Years Setting – School or Children Centre**

- 4.1 Promote the aims and policies of the setting

- 4.2 Promote the ethos of the setting at all times
- 4.3 Promote and develop wider links within the wider community
- 4.4 Have an active participation in organising and leading training for the early years work force
- 4.5 General supervisory responsibility for students

**Other requirements:**

- 1 To attend and participate in staff meetings.
- 2 To participate in training and performance management as required.
- 3 To have an up-to-date Enhanced DBS Disclosure.

The job description and allocation of particular responsibilities may be amended from time to time.

# PERSON SPECIFICATION

## Qualifications

- |  |           |
|--|-----------|
| • NNEB/CACHE Level 3/NVQ Level 3 in<br>Childcare and Education | Essential |
| • GCSE's Grade A* - C in English and Maths or equivalent       | Essential |

## Experience

- |   |           |
|---|-----------|
| • At least 2 years working with children aged 0 – 4                       | Essential |
| • Evidence of anti – discriminatory practice                              | Essential |
| • 2 years experience in a nursery education<br>setting post qualification | Desirable |
| • Working with children with special needs                                | Essential |

## Knowledge and Understanding

- |                                  |           |
|----------------------------------|-----------|
| • Early Years Foundation Stage   | Essential |
| • Child Development              | Essential |
| • Learning through play          | Essential |
| • Child Protection guidelines    | Essential |
| • Maintaining a safe environment | Essential |

## Skills and Aptitudes

- |   |           |
|---|-----------|
| • Good standard of written work               | Essential |
| • Good interpersonal and communication skills | Essential |
| • Ability to use computers                    | Desirable |
| • Ability to work part of a team              | Essential |
| • Flexibility and enthusiasm for the job      | Essential |

## Other job requirements

- |  |           |
|--|-----------|
| • Willingness to undertake in service training | Essential |
|--|-----------|



Contact:

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