



Inspire, Transform, Together



RECRUITMENT PACK

**Nursery Teacher
St Ives Primary & Nursery School**





Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.stivesprimary.com/>

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.wordpress.com>

General Information

Equal Opportunities

The Heath Academy Trust and St Ives Primary & Nursery School are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and St Ives Primary & Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 475478** to arrange your visit or to discuss the post further.



St Ives Primary & Nursery School

“Inspiring bright futures and minds.”

St Ives Primary & Nursery School is an extremely happy school, providing a caring environment in which each individual is truly valued. A dedicated, well-qualified teaching staff provides an excellent education, whilst a wealth of extra curricular opportunities helps children to develop their talents to the full. At St Ives, high expectations underpin all that is undertaken. Forward looking in our approach, we are committed to preparing young people for an ever-changing world.

We want our children to feel cared for and valued and, in turn, to care for and value others. We want all the children here to feel really good about themselves because we know that happy, confident children will both do the best they can, and be the best they can.

The beautiful location and excellent facilities play their part too, but it is the quality of relationships throughout the school that creates such a welcoming environment, for children and parents alike.

The staff and children promote these values through our school moto:

Inspiring bright futures and minds.

Respect, Teamwork, Manners, Resilience, Happiness, Unique, Independence, Aspiration



Job Advert



| | |
|-----------------|---|
| Job Title: | Nursery Teacher |
| School Name: | St Ives Primary and Nursery School |
| Location: | Sandy Lane, Ringwood, BH24 2LE |
| Contract Type: | Full Time – Maternity Leave Cover |
| Salary Range: | Teachers Main Scale |
| Pension: | Teachers' Pension Scheme |
| Contact: | Laura Crossley – Executive Head Teacher E: office@stivesprimary.com T: 01425 475478 |
| Closing Date: | Wednesday 4 February 2026 (midday) |
| Interview Date: | TBA |
| Start Date: | Tuesday 5 May 2026 |

The Heath Academy Trust and St Ives Primary & Nursery School are seeking to appoint an **inspiring Nursery Teacher** who is committed to providing the best quality learning experience for our youngest children in a personalised and exciting way. The post is a maternity cover for a year. We need an enthusiastic, skilled and motivated teacher to join our professional learning focused team. The role will be in our nursery and you will be required to lead our nursery team. The successful candidate must want to play a full part in the life of the school, enjoy working as part of a friendly and dedicated team and have the drive and aspiration to want to improve further.

The successful candidate will have some experience of working with early years children and have a sound understanding of the EYFS framework. We are looking for outstanding practice and the successful candidate must be committed to achieving this benchmark. We need a creative team member to complement our staff and support our pupils with their learning. The successful candidate must have high expectations of children's learning and behaviour and should be enthusiastic, energetic and an excellent learner.

St Ives Primary and Nursery School can offer you:

- The chance to work in a small, friendly primary school set in a beautiful location
- The opportunity to work with committed experienced colleagues

We are committed to on-going improvement through our self-improving system and provide continuous support for our staff with highly qualified CPD. St Ives Primary & Nursery School is part of the Heath Academy Trust. We welcome applications from early careers teachers.

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: www.stivesprimary.com. Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 475478** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought for all candidates who accept the invitation to interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Job Description



| | |
|----------------------|------------------------------------|
| Job Title: | Nursery Teacher |
| School Name: | St Ives Primary and Nursery School |
| Reporting To: | Head Teacher |
| Hours: | Full Time – Maternity Leave Cover |
| Salary Range: | Teachers Main Scale |

Main Purpose of Job:

The Nursery Teacher will:

- teach and facilitate high quality effective sessions and learning experiences so all pupils make good progress;
- achieve the highest possible standards in work and conduct;
- maintain the positive ethos and core values of the school with honesty and integrity;
- ensure that the current national conditions of employment for school teachers are met

Main Duties & Responsibilities:

The Nursery Teacher will:

- be accountable for pupils' attainment, progress and outcomes;
- demonstrate knowledge and understanding of how children learn;
- have a secure knowledge of the foundation stage framework and the teaching of early reading, including phonics and mathematics fluency;
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions;
- know when and how to personalise learning appropriately, using approaches which enable high quality learning for all;
- have a clear understanding of how to meet the needs of vulnerable learners, including those with special educational needs;
- provide a stimulating learning environment to foster a love of learning and high engagement;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- demonstrate attention to detail and the ability to maximise all learning opportunities;
- communicate effectively with parents on the development, progress and attainment of pupils;
- have high expectations for learning attitudes and behaviour, in accordance with the school's behaviour policy;
- work alongside the Early Years Leader to promote school values and high expectation of our setting;
- lead support staff effectively;
- make a positive contribution to the wider life and ethos of the school;
- implement agreed school policies and guidelines

Other Requirements:

- understand and follow the requirements of Keeping Children Safe in Education 2025 and Working Together to Safeguard Children;
- provide full details of all education, work and any breaks in order to comply with safer recruitment requirements;
- be able to work to deadlines and manage difficult situations effectively

Additional Duties:

The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the well-being of its children and staff.

Person Specification

| | |
|----------------------|------------------------------------|
| Job Title: | Nursery Teacher |
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| Criteria | Essential | Desirable | How Identified |
|---|-----------|-----------|------------------------------|
| Education/Qualifications | | | |
| 5 GCSEs including English, mathematics and science at grade C or above | ✓ | | Application form & interview |
| 2:1 / first degree | ✓ | | |
| Qualified Teacher Status (Early Years Professional Status will be considered) | ✓ | | |
| Evidence of continuous INSET and commitment to further professional development | | ✓ | |
| Experience | | | |
| Teaching across the foundation stage and/or primary school age range | ✓ | | Application form & interview |
| Recent formal teaching observations demonstrating at least “good” | | ✓ | |
| Recent experience working in a state maintained schools | | ✓ | |
| Professional Skills & Knowledge | | | |
| Statutory Foundation Stage and National Curriculum requirements at the appropriate key stage. | ✓ | | Application form & interview |
| The teaching and learning of early reading including Read, Write, Inc. | | ✓ | |
| The teaching and learning of key mathematical skills and fluency | | ✓ | |
| The monitoring, assessment, recording and report of pupils’ progress | | ✓ | |
| The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection | | ✓ | |
| Use IT to manage assessment, target setting, progress date and everyday teaching and learning | | ✓ | |
| Implement an adhere to the school code of conduct, Keeping Children Safe in Education 2025 and Working Together to Safeguard Children | ✓ | | |
| Communicate effectively (both orally and in writing) to a variety of audiences | ✓ | | |
| Establish and develop professional relationships with parents, governors and the community | ✓ | | |
| Personal Qualities | | | |
| Approachable and empathetic | ✓ | | Application form & interview |
| Committed to being part of an effective team | ✓ | | |
| Responsible, resourceful and patient | ✓ | | |
| Enthusiastic and creative | ✓ | | |
| Organised but flexible and adaptable to changing circumstance | ✓ | | |

Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together

