



Pennine Academies Yorkshire

RECRUITMENT BROCHURE





WELCOME FROM THE CEO

Welcome to Pennine Academies Yorkshire and may I start by expressing my thanks for taking an interest in our academies and what we are trying to achieve.

Formed in 2018, Pennine Academies Yorkshire now comprises seven successful primary schools and considers every one that is part of the Trust a family member.

DIVERSITY AND UNIQUENESS

Our schools are diverse - from a small rural school of fewer than 100 pupils nestled high up in the Dales, to a 720-place inner city school with a 24-place resource provision. All schools are in control of their own pedagogy, uniform, school day, curriculum, and staffing structures. Our central team provides extensive support services in finance, estates, people and culture, IT, governance, policy, SEND and school improvement support - the best of both worlds!

WE ARE ETHICALLY DRIVEN

We want to be the employer of choice; this means we support our staff with their Continued Professional Development and career aspirations. Working for us will afford you many different opportunities both within the school you work in and in supporting other schools. We regularly offer out and

encourage people to take secondments or to support other schools in a variety of guises. This has led to fantastic promotion opportunities for many.

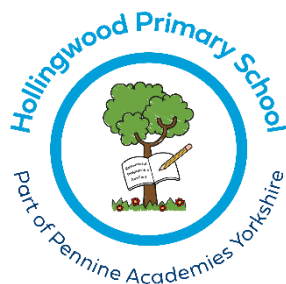
Our strength comes from our ability to support one another across the schools.

WE VALUE ALL CHILDREN

Pennine schools are there to serve their local communities. We believe we should be there to support all children irrespective of background, disability or special educational need. We have three Resourced Provisions across the Trust supporting children with SEMH, Communication and Interaction Difficulties and Visual Impairment. This means we have access to a team of specialist teachers who also support our mainstream teachers. We work with integrity and inclusivity.

Pennine really is a different kind of Trust, one that has the value of people and relationships at its heart. Come visit us to see for yourself!

Michael Thorp CEO



WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in joining our dedicated and passionate team at Hollingwood Primary School. We are looking for enthusiastic and committed individuals who share our vision of providing an exceptional education for every child.

At Hollingwood, we are more than just a school—we are a community. We work closely with parents, carers, and external agencies to ensure that all children receive the best possible start in life. As a two-form entry primary school with an on-site Nursery, wraparound care, and a Resource Provision for children with social, emotional, and mental health needs, we pride ourselves on being an inclusive and nurturing environment where every child is valued.

We are looking for staff who are passionate about making a difference—who will inspire, challenge, and support our pupils to become independent, resilient learners.

Learning at Hollingwood extends beyond the classroom. Our rich curriculum is complemented by an exciting range of enrichment opportunities, including productions, performances, outdoor learning, forest school, trips, and extracurricular activities. We want every child to leave our school with cherished memories and the knowledge, skills, and confidence to succeed in life.

We always consider the whole child, with a strong emphasis on mental health and wellbeing. This allows our children to thrive in an environment where they feel safe, happy, and motivated to learn. Staff work hard to promote British values by fostering an ethos of respect, empathy, and ambition and in doing so prepare children for modern life.

At Hollingwood, we value the wellbeing of our staff. All initiatives that we implement are carefully considered and rolled out in a supportive way. We foster a culture of lifelong learning, where every member of staff is valued, supported, and given opportunities to flourish. Staff at Hollingwood work collaboratively with colleagues across the Trust, constantly thinking about how we can improve learning and outcomes for children. We firmly believe that investing in the professional development of our staff is key to ensuring the highest quality education for our children.

We warmly invite you to visit our school to see first-hand what makes Hollingwood such a special place to work and learn.

We wish you every success in your application and look forward to meeting you.

Warm regards,

Mrs T. Asghar
Headteacher
Hollingwood Primary School





EMPLOYEE BENEFITS

WHAT WE OFFER

- Holistic Employee Assistance Programme: We provide comprehensive support through our Employee Assistance Programme (EAP), offering various services to help staff manage personal and work-related challenges. Services include:
 - Counselling Services
 - Mindfulness Services
 - Weight Management
 - Physiotherapy
 - GP Helpline
 - Cancer & Chronic Illness Support
 - Menopause Support
 - Nurse Support
 - Whole School & Leadership Support
 - Private Medical Operations
- A robust People and Culture strategy encompassing wellbeing and workload charters - please see the website for further details
- A full induction programme offering a welcoming, friendly and outstanding network of support
- Excellent opportunities for personal and career development within the Trust
- Effective, supportive and dynamic leadership
- If applicable, automatic enrolment into the national Teacher Pension Scheme with generous employer contribution rates
- If applicable, automatic enrolment into an increasingly rare Local Government Pension Scheme for support staff with generous employer contribution rates
- Flexible family policies available from day one
- Enhanced occupational benefits available (such as maternity, adoption and parental leave)
- Generous holiday allowance plus bank holidays (this increases with length of service and entitlement is based on grade and continuous service)
- A range of working patterns are available depending upon the role
- We are a wellbeing employer with dedicated wellbeing policies and practices
- We demonstrate we are morally committed to achieving true diversity throughout our whole organisation
- A shared ambition to provide outstanding education for our pupils
- A close knit trust which works together to recognise its social responsibility taking part in local charity and cultural activities



WHY JOIN US?

Pennine Academies Yorkshire was formed to bring clear, tangible and inspiring benefits to children, families, carers and all staff. We have expanded from three founding schools to a family of seven schools.

SO WHY WOULD YOU JOIN PENNINE?



1

WE PROVIDE HIGH QUALITY GOVERNANCE

The Board of Trustees are highly effective, transparent and are a skilled group of professionals who work with the executive team to set the vision and values. They hold the executive team to firm account and delegate the correct duties to scrutiny committees without giving their responsibility for standards away.

2

WE HAVE A PROVEN ABILITY TO PERFORM AND IMPROVE SCHOOLS

All schools in the Trust are high performing and understand good teaching and learning. We work effectively with one another across networks to raise standards and improve outcomes for pupils. We have a highly-skilled school improvement team that spans the Trust, who meet regularly to plan collaborative work, challenging and supporting each other in equal measure.

3

PENNINE VALUES AND DEVELOPS LEADERSHIP AT ALL LEVELS

Pennine Academies Yorkshire has ethical leadership at its core. As such the Trust provides key non-negotiables for its staff, which are an expectation whichever site you are working at:

- Be employed professionally, with equity and equality
- To be able to access flexible working arrangements when circumstances change
- To work in a safe environment and to be treated with respect
- To be developed professionally
- To have a reasonable work-life balance
- To have the opportunity to have career pathways opened
- To contribute to the strategic vision for the Trust and school

4

WHY WOULDN'T YOU WANT TO BE PART OF SOMETHING BIGGER?

At Pennine we want to put in place all the advantages of being part of a bigger organisation without losing any of the character of the individual schools. Each school has a great deal of autonomy and freedom to make changes designing their own curriculums, pedagogy and ethos - this means they all have a part to play in developing the Trust.

5

TO IMPROVE OUTCOMES FOR PUPILS WITHIN THE SYSTEM

It's not just about what our Trust can offer you. What can you offer to the Trust? We need great support staff, great teachers and great leaders - all with a great mindset!

EARLY YEARS PRACTITIONER MATERNITY COVER SEPTEMBER 2025



Hollingwood Primary School | T 01274 575353

Headteacher: Tahira Asghar

CLOSING DATE:

Wednesday 11th June 2025

INTERVIEWS:

25th June 2025

32.5 Hours Per Week, Band 6 SCP 6-11 - Actual Salary £18,625 - £20,168

Term Time Only + 1 day

Are you committed to improving pupil outcomes? Hardworking with a sense of humour? We are looking for an Early Years Practitioner to join our driven and passionate team. You will need to be hardworking, resilient and have the highest of expectations of our pupils as well as the ability to work as part of a flexible and happy team.

As an Early Years Practitioner at Hollingwood Primary School, we will offer you:

- ✓ Tailored CPD and opportunities to support career progression
- ✓ Enthusiastic children who are keen to learn
- ✓ A positive and thriving working environment
- ✓ A supportive leadership team

Pennine Academies Yorkshire Trust is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. All posts are subject to the safer recruitment process including an enhanced Disclosure and Barring Service Check. The post includes engaging in regulated activity with children and young people. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children

Please see our website to view our Safeguarding Policy.

Shortlisted applicants will need to provide evidence of their eligibility to work in the UK.

Visits to the school are warmly welcomed by arrangement. Please contact the school office to arrange an appointment or to ask for further information on 01274 575353

What Ofsted say (September 2022)

"Pupils love coming to this welcoming school. Parents and carers value the quality of care and education that pupils receive. Rates of attendance are high. Leaders make sure that pupils' safety is a high priority."

JOB DESCRIPTION



JOB TITLE/POST:

EARLY YEARS PRACTITIONER

SALARY:

**BAND 6 SCP 6 – 11,
TTO plus 1 day, 32.5 hours per week**

RESPONSIBLE TO:

SENIOR LEADERSHIP TEAM (SLT)

DATE:

SEPTEMBER 2025

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Pennine Academies Yorkshire is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable disabling condition.



PRIME OBJECTIVES OF THE POST:

- Promoting and working within an Early Years setting, meeting the needs of the children, families and community in which it is based, in accordance with the policies, procedures and working practices of the School/Trust.
- Working as part of a team in assisting and consolidating the provision of a high quality Early Years curriculum.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

- Ensure the teaching areas are tidy, with drawers clearly labelled, equipment neatly arranged and accessible.
- Ensure care and replacement of both classroom and central equipment
- To encourage parental interest and involvement within school guidelines.
- To abide by the internet acceptable use policy

EFFORT DEMANDS:

- Work within the school policies, under the direction and guidance of senior staff and within an agreed system of supervision, making decisions using initiative where appropriate within established working practices.
- Promote positive values attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy.
- Use good common sense and initiative when dealing with the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils; the safety, mobility (if required) and hygiene and wellbeing of the pupils.
- Work to a Key Worker system to provide care and Education through the provision of stimulating enjoyable and constructive activities appropriate to the Child's age and abilities to ensure physical social emotional and intellectual development, taking into account diversity (e.g. language, culture, ability, race and religion).
- Establish good relationships and high expectations with both the children and their families, through home visits (when possible) and in a pastoral role for a group; taking account of parental concerns and deals with them sensitively under direction of the teacher where necessary.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Assist and support colleagues wherever required in order to ensure the smooth running of the setting, and contribute to relevant meetings.
- Have excellent numeracy and literacy skills as well as excellent oral communication skills and the ability to communicate effectively at all levels.

RESPONSIBILITIES:

- Supervise and support children at all times including school visits, trips and out of school activities. Ensure the physical needs of children are being met and maintain high standards of cleanliness and hygiene (e.g. Washing, dressing and toileting).
- Support children in their learning both inside the setting and in outdoor play areas; recognising and responding to their individual needs, ensuring all children are engaged in appropriate activities.
- Determine the need for, prepare and maintain equipment and resources including specialist resources, and help the children in their use (e.g. Outdoor or indoor play equipment; being responsible for the care of all equipment and materials within the setting).
- Be aware of and ensure that as a team member the setting meets required standards as laid down by Ofsted Early Years Directorate.
- Act as a key worker for a group of children for part of each day.
- Deal with any immediate problems or emergencies using the school's policies and procedures, liaising with the teacher where required (e.g. an injured or sick child).
- Supervise whole classes and groups in the absence of teaching staff, maintaining the planned range of activities in the classroom and/or outdoor play areas in accordance with the short-term planning.
- Monitor and evaluate the children's responses to learning activities as part of the planning cycle
- Liaise sensitively and effectively with Parents/Carers as agreed with the teacher within your role/responsibility and participate in feedback sessions or meetings (as directed by the teacher) with parents promoting the policy on parental involvement.
- Prepare accurate feedback and detailed records, recording children's physical, care and educational progress and achievements against pre-determined learning objectives, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating systems as agreed with the teacher, contributing to reviews of systems as requested.
- Perform allocated tasks with limited supervision.
- Take delegated responsibility in the supervision and guidance of students on work placement, trainees and voluntary helpers.
- Handle small amounts of cash, or cheques as directed by the teacher.
- Provide general clerical/administration support (e.g. administer resources for agreed activities).



ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g., teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g., access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



PERSONNEL SPECIFICATION



ESSENTIAL CRITERIA

- Experience of the Early Years Foundation Stage to support children's learning and development, adjusting activities according to children's responses and needs; using specialist curricular and learning skills.

JOB SPECIFIC EVIDENCE:

EXPERIENCE

- Experience of policy implementation in respect of health and hygiene, child protection and special needs requirement.

QUALIFICATIONS / TRAINING

- Will hold a relevant qualification (NNEB, Level 3 NVQ in Early Years Care and Education, Diploma in Childcare Education, BTEC National Diploma in Early Years, education to graduate level) OR training in the care and education of nursery age children with recent experience in a relevant position.
- Minimum of GCSE English and Mathematics at grade C or above (or equivalent).

KNOWLEDGE

- A good knowledge of the Early Years Foundation Stage Curriculum.
- Knowledge of current and relevant guidelines and legislation and an understanding of child development.
- Ability to work creatively to meet the needs of the families, working with parents to effect change.
- Ability to plan activity programme to stimulate learning and development, based on observation.
- Ability to work effectively as a member of the Children's Centre staff team.
- Ability to communicate effectively with children, parents/carers and other professionals.
- Commitment to working in an anti-discriminatory way to ensure equality of opportunity.

- Excellent written and oral communication skills and the ability to communicate effectively at all levels.
- Be a creative thinker with good organisational skills, have a flexible approach to working and the ability to perform under stress.
- A sense of humour.

PERSONAL CIRCUMSTANCES:

- Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)
- Will not require holiday leave during term time
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)
- Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2012.
- Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties.
- For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices and training.



Pennine Academies Yorkshire

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