



Bowburn
Primary School



Little Wings Nursery

Early Years Practitioners

Start Date: ASAP

We all learn and grow together

Welcome from the Headteacher

Welcome to Bowburn Primary School, which was formed by the amalgamation of Bowburn Infants and Nursery School and Bowburn Junior School in September 2019. We are a welcoming, happy and caring school, where children are at the heart of all we do. At Bowburn Primary School, we make full use of a wealth of stimulating resources, visits and visitors to enhance our curriculum and learning for all. We place a high emphasis on sport and PE, and aim to make learning fun. Our pupils are happy, safe and enjoy coming to school.

In April 2021 we moved into our new, purpose-built school building and we are all thrilled with the new facilities we can offer to enhance the learning experiences of the children.

Staff at Bowburn Primary School are dedicated to providing inclusive education where all children are supported to achieve their full potential. Parents are crucial to this and are valued members of our school community. Our aim is for our children to be confident, resilient, inquisitive young people, with a desire to learn and achieve the best they can in all they do.

We will all work hard to ensure Bowburn Primary School continues to deliver high-quality education for our pupils.

Mrs Natalie Maughan
Executive Headteacher

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The Role

Provide high-quality, nurturing care and play-based learning for children in the early years setting. Support the Room Lead to deliver the Early Years Foundation Stage, maintain routines across shift handovers, and build positive relationships with children, families and colleagues.

The Person

- Exhibits the highest of expectations.
- Demonstrates exceptional listening skills and outstanding verbal and written communication abilities.
- Displays outstanding expertise in organisational and time management skills, ensuring efficiency and effectiveness in all tasks.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	Early Yars Practitioner
LOCATION	Little Wings Nursery
CONTRACT TYPE	Permanent Term time plus 5 days
ACCOUNTABLE TO	Subject Leader / Senior Leadership Team
GRADE	Grade 3 SCP 4 (4-6)
SALARY	£22,279.04 - £22,990.27
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

KEY RESPONSIBILITIES

Daily Care and Learning

- Deliver safe, stimulating, and age-appropriate care and play for children; follow daily routines for feeding, sleep, toileting and nappy changing as required.
- Assist with planning and implementing play-based and developmentally appropriate activities.
- Promote early communication, sensory exploration and physical development for Birth–Three children.
- Contribute next steps and observations to support children’s learning.

Care & Wellbeing

- Deliver safe, stimulating and age-appropriate care and play for children aged 0–5.
- Support feeding, sleep routines and nappy changing when working with babies and toddlers, following agreed procedures.
- Build secure, trusting relationships that support attachment and emotional development.
- Follow safe-sleep expectations when working with children under two.
- Support daily routines including toileting, hygiene and transitions between activities.

Key Person Duties

- Act as key person for allocated children; complete observations and learning journals; share progress and daily feedback with parents and carers.
- Act as key person for allocated children.
- Complete observations, learning journals and developmental notes.
- Share daily feedback and progress with parents and carers.

Support for Planning and Assessment

- Assist the Room Lead with planning and implementing activities; contribute observations and next steps to support individual learning.

Shift Handover and Teamwork

- Ensure clear, professional handovers between morning and afternoon shifts; maintain continuity of care and accurate records across shifts.
- Maintain continuity of care and accurate records across shifts.
- Work collaboratively with colleagues and contribute to team routines.

Parent Partnership

- Build positive, professional relationships with families.
- Support settling-in processes for babies and for children across the wider EYFS.
- Share information about routines, wellbeing and learning as directed.

Safeguarding and Welfare

- Follow Trust safeguarding procedures; report concerns promptly; support health, hygiene, medication and accident procedures.
- Maintain additional vigilance with non-verbal babies and toddlers and demonstrate professional curiosity.

Environment and Resources

- Maintain a safe, clean and stimulating environment; set up and tidy resources; support basic stock checks and equipment care.

Environment & Organisation

- Follow hygiene, cleaning and safe-sleep procedures in the baby room.
- Help prepare environments suitable for different age groups, from the baby room through to Reception

Administration

- Complete required paperwork including attendance, accident records and daily logs in line with Trust procedures.

Professional Development

- Attend mandatory training and team meetings; engage in reflective practice and development activities.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

Attribute	Essential	Desirable
Qualifications	Level 3 Childcare qualification (or equivalent) or a Level 2 Childcare qualification and a willingness to undertake the level 3 qualification.	Level 3 Diploma in Childcare; Paediatric First Aid certificate.
Experience	Experience working with young children in an early years setting.	Experience in a school-based nursery or multi academy trust setting.
Knowledge	Basic understanding of EYFS principles and child development.	Knowledge of observation and assessment systems.
Skills	Good communication with children and parents; ability to follow routines and instructions.	Basic IT skills for record keeping; ability to support planning and assessments.
Personal Qualities	Patient, caring, reliable, punctual and a team player.	Reflective practitioner committed to continuous professional development.
Safeguarding	Enhanced DBS clearance (or willingness to obtain); commitment to safeguarding.	Designated safeguarding training or experience.

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Wednesday 23rd September 2026 addressed to:**

**Bowburn Primary School
Crowtrees Lane
Bowburn
Co. Durham
DH6 5FP**

or by e-mail to the School Reception, admin@bowburnprimary.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Candidate Information Guidance

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.