



Morningside Primary School  
and Children's Centre



# Application Pack

## Nursery and Extended Services Lead

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Morningside Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community, regardless of sex, race, religion, disability, sexual orientation or age.



# Welcome Letter

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Dear applicant,

Thank you very much for your interest in the role of **Nursery and Extended Services Lead** at Morningside Primary School. We hope you will find this information a useful introduction to our school.

Morningside is an outstanding two-form entry primary school in the London borough of Hackney, located very close to Hackney Central in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds, many different languages are spoken. Our school has been through a period of considerable change over the last few years and our aim is to build on the hard work that enabled the school to make rapid improvements and to secure excellent learning opportunities for all of our families. We are seeking a **Nursery and Extended Services Lead** who is highly motivated and talented to work alongside our dedicated staff to support children and their families.

Our new **Nursery and Extended Services Lead** will join a very committed and hard-working staff body who all want to ensure that every child fulfils its potential, both now and in the future. If you share this vision and are committed to helping children overcome barriers to learning in every lesson, every day, we would like to hear from you.

Please find further guidance on Morningside, the type of colleague we are seeking to appoint and details on how to apply for the post within this pack. We welcome and encourage school visits. Please contact the school office on 020 8985 5382 to arrange a suitable date and time.

Yours faithfully,

Rachel Smith and Jo Stonehouse  
Co-Headteachers



# About Us

Welcome to Morningside Primary School and Children's Centre. Morningside is a 2-11 two-form entry primary school with a Children's Centre. Our community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Our age range is from 2 to 11 years old and we have more than 400 on roll. There are two classes in each year group with 30 pupils in each class. We have two Nursery classes, one at the school and one in our Children's Centre with sessions in the morning and afternoon, with some children attending on a full-time basis.

Close to 50% of our pupils are eligible for free school meals. 65% of pupils speak English as an additional language. Our on-site Children's Centre supports members of our community and is where the two year old nursery is situated.

## **Our vision is for the school to be:**

- A place where children can achieve their full potential in academic, creative, personal, physical, moral and spiritual development;
- A caring place where children and adults feel they make a contribution and are valued as individuals;
- A place where everyone is aware of their rights and responsibilities and where children learn respect for themselves and others;
- A partnership between children, parents, staff and the community as a whole.



# Working in Partnership

PRIMARY  
ADVANTAGE

SCHOOLS ACHIEVING  
MORE TOGETHER

## FEDERATION



### PRIMARY ADVANTAGE FEDERATION

Morningside Primary School is a part of the Primary Advantage Federation. We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

### WHAT IS OUR APPROACH?

- We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually
- We believe passionately in improving the life chances for our pupils
- We do not tolerate low expectations
- We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them
- We promote a collaborative approach whilst developing the capacity of each school to serve its own community and retain its distinct identity
- We recognise the importance of individuality, spontaneity and creativity in developing innovation

### WHAT OUTCOMES DO WE WANT?

- Every teacher is a good teacher; every school is a good school
- Teachers who use the most effective teaching methods to motivate learners and raise aspirations. As a result all pupils will make good or better progress
- Quality learning environments where pupils feel safe and secure, known and valued and motivated to learn. Robust teaching and application of ICT skills ensure our pupils are properly equipped for the next stage of learning
- Curriculum provision which inspires and motivates pupils and broadens their horizons.
- We work with precision and move incrementally towards achieving outstanding grades in the majority of aspects of each school's work
- Through pupil partnership work, we continue to break down locally perceived boundaries and help pupils to work harmoniously with pupils from other areas of Hackney
- We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems

# SCHOOLS ACHIEVING MORE TOGETHER...

Find out more about Primary Advantage Federation by visiting [www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)

# School Development Plan

Our key priorities are as follows:

## Achievement for Pupils

To raise the profile of reading for pleasure

To further develop our use of oracy to support rich discussion

To continue to embed number fluency to support childrens' calculation and problem solving

## Behaviour and Safety of Pupils

To further embed our culture of excellent behaviour

To embed the principles of nurture and healthy relationships in our pastoral offer

To maintain our OPaL platinum status and strengthen the role of play across the school

To monitor attendance to ensure it is in the top 30% nationally with no groups below target

## Leadership and Management

To further develop our curriculum offer to focus on the creative arts

To embed further creative enrichment experiences for pupils

To increase parental and community engagement so that it impacts positively on pupils



# Job Description

## Nursery and Extended Services Lead

**Job Title:** Nursery and Extended Services Lead

**Reference:** Mside/ NESL3.25

**Salary:** SO1 (All Year Round)

**Start Date:** As soon as possible

### JOB PURPOSE:

- To coordinate and deliver high quality care and education services and stay and play activities in the community as part of the Children and Family Hub Partnership, including in families' homes and partner delivery sites, to improve outcomes for children
- To coordinate and support the delivery extended services and creches
- To be the room leader for the 2- 3 year old nursery (Rainbow nursery)
- To coordinate the SEND provision for the 2 Year old nursery, including referring to external agencies and applying for additional funding where appropriate.
- To manage and supervise children's practitioners and agency staff in the centre to ensure that care and education standards are maintained in line with the Early Years Statutory Framework requirements
- To work in close partnership with the Children and Family Hub's wider teams and engage with multi-agency work for families, including contributing to assessments and team around the family meetings for vulnerable families as required
- Evaluate the effectiveness of services and measure impact, taking into account children and families views, making changes to services as appropriate
- Working in partnership with the Head of Centre and Outreach Coordinator to recruit, support and supervise volunteers to support sessions by pro-actively promoting volunteering opportunities and assessing potential volunteers.
- To take a lead role on tracking the learning of children in the extended services provision

### MAIN DUTIES AND RESPONSIBILITIES:

- To demonstrate good knowledge of the Early Years/Foundation stage curriculum
- To ensure all staff share responsibility for maintaining high standards of integrated education and care; assist with staff development
- To provide a comfortable, safe, stimulating and aesthetically pleasing environment, which provides consideration of families' ethnic, cultural, and linguistic backgrounds and consideration for children's gender
- Provide high quality, well planned, stimulating and challenging activities for children and young people, including children with neurodivergent/emerging special educational needs
- To respect and value the educational, religious, cultural and practical concerns and interests of the children and their families.
- Maintain respectful and genuine interactions with children using warm and responsive communication strategies, which are appropriate to children's needs
- To provide appropriate and sensitive physical care in areas such as washing, toileting, feeding and dressing
- Attend to the needs of sick or injured children, applying First Aid as necessary, recording accidents and attending to children who are unwell until they are collected

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### MAIN DUTIES AND RESPONSIBILITIES Continued:

- To safeguard children at all times in line with child protection and safeguarding procedures and take on the role of designated safeguarding lead
- To implement Hackney's Child Protection Procedures for identifying children in need of protection
- To coordinate and deliver respite creches for vulnerable children. Working closely with the Early Help Lead Family Support Lead, to assess, monitor and provide updates to MAT meetings and Team Around the Family meetings
- Ensure that Support Plans for Children with Additional Needs are implemented and children's progress is monitored and reviewed
- To recognise the opportunity for early identification of need and support for children and families, and make effective referrals as appropriate with the multi agency team and other services. Provide information and ongoing referrals for children and families i.e. employment, housing, education, health and wellbeing
- Liaise with children and families and prepare or assist with the preparation of observation reports for case conferences
- Contribute to the overall ethos/work/aims of the Children and Family Hub
- To oversee and evaluate curriculum provision to ensure appropriate challenge and progress for every pupil through target setting, monitoring and effective interventions when appropriate.
- Take responsibility in planning, tracking and evaluating the impact of service for children in the extended services delivery
- To support Children's Practitioners and Early Years Educators to deliver high quality care through support in planning and monitoring
- Encourage and value the diversity of parents/carers and their involvement in the Children and Family Hub
- Line management of child practitioners, undertake yearly appraisals and regular supervisions of the play and learning teams in the centres
- To provide regular feedback on staff performance in identified areas so that achievements and good practice are recognised and targets for development agreed and monitored.
- Apply effective and timely administration, review, and monitoring of service delivery, including self-managing and applying relevant record keeping systems and data entry.
- To demonstrate consistently high standards of personal and professional conduct and act as a role model of good practice for practitioners, modelling effective strategies for them
- Recognise your own strengths and areas of expertise and use these to advise and support others
- To attend and deliver staff meetings and supervision as required



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### MAIN DUTIES AND RESPONSIBILITIES GENERAL:

#### Continued:

- To keep up to date with current thinking by attending courses, reading documents etc. as required in fulfilling this
- To undertake professional development and training appropriate to the post
- To represent the Children and Family Hub at external meetings as required and sharing information with colleagues as required
- Work with the Head of the Family Hub, Head of Centre and Outreach coordinator to ensure there is a full offer of services and coordinated timetable
- To ensure induction and support for new staff
- To promote teamwork to ensure effective professional working relationships
- To welcome parents/carers recognising the knowledge they have about their children
- Ensure effective relationships with parents/carers, providing information and opportunities for feedback in regular and varied ways
- Develop constructive relationships and communicate with other agencies/professionals
- To ensure that appropriate levels of qualified staff are maintained
- To implement the Children and Family Hubs health and safety and promote equal opportunities in line with the Councils Anti-Racist Standards
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensure on a daily basis that all security systems are fully operational and used properly by all staff and maintain records of risk assessments
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- Participate in training, other learning activities and supervision and performance development as required.
- To have responsibility (Deputy Designated Safeguarding Lead) for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies.
- To work flexibly, including out of hours as and when required.
- It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and Anti-Racist Practice Standards.
- To be sensitive and caring to the needs of others, promoting a positive systemic, trauma informed and anti-racist approach
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

# Person Specification

## Nursery and Extended Services Lead



### Qualifications and Experience

Level 4 or 5 in Childcare and Education	Desirable
Level 3 in Childcare and Education (NNEB or BTEC in Childcare and Education)	Essential
Current paediatric first aid certificate/training	Desirable
Current safeguarding certificate/training	Desirable
Experience of as a DSL	Desirable
Proven experience of working in an early years setting, preferably in a leadership or supervisory role.	Essential
Experience of working effectively with parents/carers	Essential
Experience of working with children with Special Educational Needs and Disabilities (SEND) and coordinating SEND support plan and provision.	Essential
Experience of applying behaviour management systems and strategies	Desirable
Experience of overseeing student attendance, including the identification of concerns and the implementation of effective intervention strategies	Desirable
Experience in delivering play-based learning and activities for children and families, including stay-and-play sessions and outreach work.	Essential
Experience of working with volunteers and coordinating their engagement.	Desirable

### Qualities, Skills and Knowledge

Excellent knowledge of the Early Years Foundation Stage (EYFS) statutory framework and curriculum.	Essential
Strong understanding of child development and the factors that impact early childhood learning and well-being.	Essential
Knowledge of safeguarding policies and procedures, including Hackney's Child Protection Procedures.	Essential

# Person Specification

## Nursery and Extended Services Lead



<b>Qualities, Skills and Knowledge</b>	Possesses good interpersonal skills and is able to communicate effectively verbally and in writing	Essential
	Able to adapt personal style of communication to reflect a situation and/or need.	Essential
	Able to deal with difficult situations in a calm and professional manner.	Essential
	Leads by example in standards of behaviour in the work environment.	Essential
	Maintains a professional and friendly outlook and approach to work during busy times.	Essential
	Has strong organisational and time-management skills, with the ability to prioritise and work under pressure	Essential
	Can work on own initiative and as a member of a team, knowing when to offer and request support	Essential
	Able to collaborate with colleagues and agencies to develop and implement support programmes.	Essential
	Able to create an environment of trust by delivering on promises.	Essential
	Ability to plan and deliver engaging and inclusive learning experiences for young children, including those with SEND needs.	Essential
	Knowledge of the statutory EYFS framework	Essential
	Able to communicate in an additional language.	Desirable
	Is committed to own professional development	Essential

# How to Apply



1



## Job Description & Personal Specification

Please read the job description and person specification carefully

2



**Application Form** Complete the Primary Advantage application form either electronically or print it off and hand write it

3



**Supporting Statement** Ensure your supporting statement relates to the competencies outlined in the person specification

4



**Employment History** Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer
- You provide a referee who can confirm your ability for the role

5

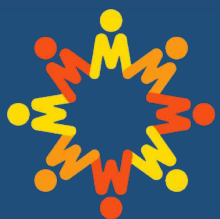


## Send Application Form

Completed application forms must be received by Monday 17th March 2025 (noon) and emailed to: [data@morningside.hackney.sch.uk](mailto:data@morningside.hackney.sch.uk)

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000. Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

We look forward to receiving your application.



# Information

If there is any other information that you would like please get in touch. We will get back to you as soon as possible.

## Contact



**Morningside Primary School and Children's  
Centre** Chatham Place London E9 6LL



020 8985 5382



admin@morningside.hackney.sch.uk



www.morningside.hackney.sch.uk



Scan QR  
Code to  
launch  
school  
website



**Executive Principal:** Sian Davies



**Co-Headteachers:** Rachel Smith & Jo Stonehouse



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