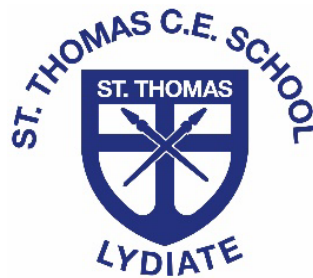


Early Years Foundation Stage Leader

Candidate Information Pack

St Thomas CE Primary School



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.

- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals of all faiths and from all communities.

About St Thomas CE Primary School

We are a church of England primary school in the heart of Lydiate. Our most recent OFSTED inspection was in June 2024, and all areas of the school were judged "Outstanding".

Our school is built on a Christian foundation, and we put God at the centre of everything we do, equipping children with Christian values to prepare them for their lives. In fact our mission statement is based on the bible:

"Come, follow me and live your lives the way that god wants you to."

Our aim is to develop both the character of our children and their academic understanding. We have high expectations of every child, and know that their potential is infinite.

This is supported by our six core values, one of which represents our focus each half term:

- Compassion
- Thankfulness
- Respect
- Responsibility
- Peace
- Forgiveness

Every individual plays a vital part in the life of the school, and our staff relish the impact that they can have. By joining us you will be part of a friendly and passionate team, whose opinions matter.

Working together with our amazing team you will deliver a broad and exciting curriculum, whilst sharing a zest for life and learning.

We are excited to announce an opportunity for a dynamic and visionary individual to lead our Early Years Foundation Stage (EYFS) as an EYFS Lead with Teaching and Learning Responsibility (TLR). Our EYFS has recently expanded with the successful launch of our 3 and 4-year-old nursery in 2022, and we are now looking to develop a dedicated room for 2-year-olds. We seek a leader who is outward-looking, with high standards and expectations, to drive our EYFS forward. Our commitment to excellence was recently recognised with an outstanding rating in all areas in June 2024. Join us in shaping the future of our youngest learners!

As our Early Years Lead (with TLR), the postholder will join our ambitious Senior Leadership Team. This is an ideal position for anyone who is looking to take a step into senior leadership.

Our mission statement, 'Jesus said, 'Come follow me and live your life the way God wants you to.' is at the heart of our school. This drives us to be the very best we can be, which inspires our school vision of excellence in everything we do. The successful candidate will act as a positive role model to others in the way they live out their Christian faith and values.

If you are somebody with an established reputation for raising standards, coupled with relentless drive and innovation, then we want to hear from you. Visits to the school are encouraged and welcomed and can be arranged by contacting our school office. If you wish to discuss the post or find out more about the school, then please contact the school to speak to Mr. Ward. We hope you find this information pack useful.

Mr Mark Ward
(Executive Headteacher)

Mr Lee Edwards
(Head of School)



Job Description

Title: Early Years Leader

Salary: M1-UPS3 + TLR2 min

Hours: Full time

Accountable to: Head of School/Executive Headteacher

Location: St Thomas CE Primary School

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

1. Christian Ethos

- To attend, take part in and lead acts of collective worship.
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- To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- To foster good relationships with all members of the school and local community including parents.
- To promote the school and all it stands for on all occasions, in particular, work with stakeholders.
- To celebrate the successes of the school and at every opportunity.
- To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- To perform, in accordance with any directions which may reasonably be given by the Headteacher, such particular duties as may be assigned.

2 Teaching and Learning

- Consistently plan and teach excellent, well-organised lessons and sequences of lesson which are informed by extensive subject knowledge.
- To teach, according to their educational needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere
- To manage the classroom effectively to develop a purposeful and stimulating learning environment and manage pupil behaviour in a positive and effective manner.

- To provide learners with accurate and constructive feedback on the strengths and weaknesses of their work, attainment, progress and areas for development.
- To use a broad range of teaching strategies and resources to enable all learners to learn and make progress to a level better than achieved nationally by their peers.
- To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school and set targets for individual pupils as required
- Actively use experience and expertise as well as drawing from other sources to advance the quality of work and levels of attainment across the school.
- To make records and reports on the personal and social needs of the pupils, communicate and consult with parents, co-operate with persons or bodies outside the school and participate in meetings as necessary.

3 The Teacher as a Professional

- To contribute to a climate of mutual support, in which self-confidence and self-esteem can grow and to work as a member of a team.
- To be committed to personal professional development and to participate in the school's system of performance management
- To contribute as appropriate to the professional development of colleagues
- To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters affecting the school.
- To supervise and support the work of teaching and learning assistants including volunteers
- To supervise pupils outside the classroom as required by the Head Teacher and within the Conditions of Employment.

Specific Responsibilities

Specifically, in relation to the role of EYFS Leader to undertake the following responsibilities:

- Take overall responsibility for the quality and standards of teaching and learning across the EYFS; providing vision, direction and leadership.
- To keep up to date with current developments in teaching and learning and in school improvement in the Early Years Foundation Stage and to share this with staff.
- To help to formulate the aims and objectives of the Early Years Foundation Stage and policies for their implementation.
- To play a major role in the development of high-quality teaching and learning in the Early Years Foundation Stage. This will include the monitoring of curriculum planning and the giving of feedback and advice

as well as assisting and supporting colleagues with the planning and delivery of an effective EYFS curriculum.

- To lead the EYFS team in the development and maintenance of a stimulating and inspirational teaching environment that is based on research and best practice.
- To seek ways of sharing good practice in the Early Years Foundation Stage and to ensure dialogue about teaching and learning amongst school staff.
- To ensure that the requirements of the Early Years Foundation Stage including arrangements for assessment and moderation are met.
- To ensure appropriate support for individuals and groups of pupils; liaise with SENCO to ensure all SEN needs are met throughout the EYFS.
- To ensure that all the children in the Early Years Foundation Stage are able to learn and achieve to the best of their ability.
- To share in and support the strategic leadership of the school and to bring out the potential for leadership in others.
- Make a significant contribution to the school's leadership tasks as a member of the Senior Leadership Team.
- To work in partnership with the Head, Deputy and members of the Senior Leadership Team in the cycle of planning, implementation, review and evaluation of the School Development Plan.
- To work in partnership and fully support the Head Teacher in the implementation of school policies and practices and in the development of the school.
- To be an excellent role model of outstanding practice to all staff.
- To teach pupils across the Early Years Foundation Stage and to have class teacher responsibility for one class.
- To take on the responsibility of Deputy DSL and alongside the DSL, ensure that the safeguarding policy is followed and the statutory requirements of the EYFS are maintained.
- To act as a line manager for all staff in the Foundation Stage including performance management and ensuring individual professional development.
- To manage the day-to-day staffing of the EYFS.
- Organise EYFS team meetings to develop and implement policies, initiatives, discuss samples of work, assessment and record keeping, moderation, etc.
- Adapt and implement school monitoring procedures.
- Manage the collection of data in the EYFS.
- Make use of data analysis; evaluate performance data and formulate strategies to address areas of concern.
- Produce reports on performance data.
- Develop and maintain positive professional relationships with colleagues, parents, the local community and the governing body.
- Attend and contribute to appropriate phase, senior leadership and governing body meetings.
- Develop and maintain links with the trust and LA and other external support services.
- Ensure parents are well informed about the EYFS curriculum, attainment and progress and are fully engaged as partners in the EYFS.
- To lead a subject area(s) as determined by the head teacher.

- To develop own expertise in the agreed subject areas through research and continuous professional development.
- To coach and lead colleagues to ensure good practice in the agreed subject areas.
- To monitor and assist in the evaluation of the delivery of the agreed subject areas.
- Organising extra-curricular activities within the context of the school's balanced programme.
- To network and liaise with colleagues in other schools.

Person Specification – Early Years Leader

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- > Champion and role model a culture of high aspirations and high expectations
- > Work flexibly to meet the changing demands and priorities
- > Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high quality education
- > Engage with and promote the aims and objectives of both the school and LDST.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Minimum of three years' experience as a teacher minimum of two years working in the EYFS • Evidence of further professional development in the EYFS 	<ul style="list-style-type: none"> • Evidence of further study and commitment to further professional development
Christian Ethos	<ul style="list-style-type: none"> • Willing to lead collective worship • Teach RE in accordance with the Trust Deed of school ▪ Create a safe learning environment and be a model of good relationships ▪ Sympathy for Christian ethos of school 	<ul style="list-style-type: none"> ▪ Evidence of current church involvement

Experience	<ul style="list-style-type: none"> • A record of excellent classroom practice in the Early Years Foundation Stage • Involvement in the implementation of whole school initiatives • Experience of effective involvement of parents in their children’s education • Successful implementation of quality assessment techniques to inform teaching and learning • Experience of involvement in transition between one or more of the following, home-EYFS and EYFS-KS1. 	<ul style="list-style-type: none"> • Curriculum leadership and management • Involvement in monitoring the quality of Teaching and Learning • Leading and delivering training • Experience and/or an interest in mental health • Evidence of a previous significant whole school initiative.
Personal characteristics	<p>The class teacher should demonstrate:</p> <ul style="list-style-type: none"> ▪ <u>Successful and ambitious teacher</u> ▪ <u>Innovative and inspiring;</u> ▪ Able to demonstrate a clear vision for an inspirational EYFS ▪ High levels of energy and willingness to go the extra mile; ▪ An outstanding passion and drive for raising standards of teaching and learning ▪ Positive attitude ▪ Commitment & Enthusiasm ▪ A team player and the ability to support and lead a team ▪ Able to motivate self and others ▪ Calm / supportive / caring; ▪ Well-organised & approachable ▪ The ability to effectively lead a team of teaching and support staff ▪ Commitment to own and others’ personal and professional development 	

	<ul style="list-style-type: none"> ▪ Demonstrate willingness to contribute to other areas of school life. ▪ Commitment to whole school improvement 	
Knowledge and understanding of teaching & learning	The Class Teacher should have knowledge and understanding of: <ul style="list-style-type: none"> ▪ A thorough knowledge and understanding of how children learn in the Early Years Foundation Stage and how learning at this stage affects pupils' future learning ▪ Comprehensive knowledge of the Early Years Framework, National Curriculum requirements at the appropriate key stage ▪ Outstanding classroom practice that challenges and inspires ▪ The monitoring, assessment, recording and reporting of pupils' progress within Early Years ▪ The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection ▪ The positive links necessary within school and with all its stakeholders ▪ A commitment to achieving and sustain high standards ▪ The theory and practice of providing effectively for the personalised learning needs of all children (e.g. classroom organisation and learning strategies). ▪ A thorough grasp of current educational issues ▪ Ability to analyse, understand and interpret Early Years Foundation Stage performance data 	In addition, the Class Teacher might also have knowledge and understanding of: <ul style="list-style-type: none"> • Experience in all key stages
Professional Skills	The Class Teacher will be able to:	In addition, the Class Teacher

	<ul style="list-style-type: none"> ▪ Promote the school’s aims positively, and use effective strategies to promote behaviour for learning ▪ Ability to influence the quality of teaching and learning ▪ Ability to work as part of an effective leadership team ▪ Ability to develop staff and manage their performance ▪ Show commitment to the personal welfare and safeguarding of children ▪ Support school improvement ▪ Establish and develop close relationships with parents, governors and the community ▪ Communicate effectively (both orally and in writing) to a variety of audiences ▪ Excellent organisational and time management skills and an ability to prioritise effectively ▪ Create a happy, challenging and effective learning environment and set excellent standards of behaviour. 	<p>might also be able to:</p> <ul style="list-style-type: none"> ▪ Demonstrate a willingness to lead/participate in extra curricular activities e.g. music, sport, ICT ▪ Demonstrate experiences of leading a curriculum area. ▪ Analyse and interpret data
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How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email a.mcgurk@ldst.org.uk or call 07738713443.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Monday 24th February 12noon

Interview Date: TBC

Start Date of Post: April 2025

School visit dates: Please contact Anna McGurk by e-mail, a.mcgurk@ldst.org.uk to arrange a visit to school.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen