

# ST. JOSEPH'S MALMESBURY

CATHOLIC SCHOOL & NURSERY FOR CHILDREN AGED 2-11

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## Job Description:

### EFYS Lead & Class Teacher

#### Main responsibilities:

- Lead and manage the EFYS team to deliver outstanding provision in line with the EFYS Framework
- Develop and implement the EFYS vision and improvement priorities across Nursery and Reception
- Monitor the quality of teaching and learning within the phase and provide constructive feedback and support
- Ensure statutory requirements and safeguarding procedures are fully met
- Lead phase meetings and contribute to whole-school leadership and improvement planning
- Support recruitment, induction and professional development of EFYS staff
- To develop and review regularly the vision, aims and purpose for the designated whole-school subject area, with overarching responsibility for pupils' achievement and standards across year groups
- To be a strong classroom teacher and to carry out the duties of a class teacher as set out by the school
- To contribute positively to the school community and its ethos
- To build effective professional relationships with colleagues, parents, external partners and the wider community

#### Roles and responsibilities:

- Model excellent classroom practice and maintain high expectations for all pupils
- Plan and deliver a broad, balanced and creative curriculum, including outdoor learning
- Create an enabling environment/provision that meets the needs of all learners both inside and outside
- Use assessment effectively to monitor progress and identify next steps for learning
- Promote high standards of behaviour, wellbeing and inclusion
- Ensure continuous provision supports high-quality child-led and adult-directed learning
- Keep up to date with developments in early years education and implement best practice
- Promote early language, communication, phonics and personal development across the phase
- Ensure effective support and provision for children with SEND and disadvantaged pupils
- To understand how to assess pupils' work in relevant subjects and curriculum areas within the EFYS Framework
- To manage behaviour effectively to ensure a safe and productive learning environment
- To follow the school's policies and procedures consistently
- To work well with parents, staff and other stakeholders
- To manage and use support staff and resources effectively within the classroom
- To oversee and provide support for classroom displays
- To meet deadlines in a timely manner
- To lead whole-school assemblies each week, as required by the Head
- To be on duty in the playground each week, as required
- To have responsibility as a subject lead across all year groups

**Other responsibilities:**

The lists above should not be seen as exhaustive, and the post holder may be asked to take on additional responsibilities related to the role of Class Teacher/EYFS & Subject Lead.

<b>Qualifications</b>	
Qualified Teacher Status	Essential
Leadership qualification such as NPQ	Desirable
EYFS safeguarding qualification	Desirable

<b>Knowledge and Understanding</b>	
Experience of working as a primary school teacher	Essential
Strong understanding of the Early Years Foundation Stage Framework and early years child development	Essential
Ability to teach and lead EYFS and to adapt the curriculum to meet all needs	Essential
Knowledge of statutory requirements on Data Protection, Equal Opportunities, Health and Safety, Special Educational Needs and Disabilities, and Safeguarding	Essential
Ability to develop and contribute to a creative curriculum and to motivate and inspire pupils	Essential
Understanding of and commitment to working as part of a team	Essential
Proven ability to raise standards and improve outcomes	Essential
Excellent understanding of child development and early learning	Essential
Practising Roman Catholic or Christian	Desirable
Experience of working in a Roman Catholic school	Desirable

<b>Communication</b>	
Ability to communicate clearly and effectively, both verbally and in writing	Essential
Ability to teach a range of subjects across EYFS and Key Stage 1	Essential
Ability to use technology effectively to support teaching	Essential
Ability to build positive professional relationships and lead others effectively	Essential
Ability to set high standards, inspire, motivate and support staff	Essential
Ability to handle sensitive situations and resolve conflicts	Essential
Ability to work well with staff and to manage resources effectively	Essential

Personal Qualities	
Passionate about teaching and learning, committed to raising achievement for all pupils, able to prioritise tasks, willing to keep learning and striving for excellence	Essential
Ability to work well as part of a team, willing to be involved in the wider life of school	Essential
Open-minded, self-reflective, adaptable to new ideas, caring and able to show sensitivity when working with children, good interpersonal skills	Essential
Able to work with a high degree of autonomy as part of a small, hard-working team	Essential
A sense of humour and self-awareness	Essential
The desire to live by our School virtues, underpinned by love and kindness: respect, resilience, curiosity, peace, aspiration, serving and giving	Essential

Application forms can be found on our school website and should be returned to: [admin@sipschool.co.uk](mailto:admin@sipschool.co.uk)

**Start date:** September 2026

**Hours:** Full time, permanent

**Salary:** M3 - UPS 1

**Closing date:** Friday 12<sup>th</sup> June 2026 at midday

**Interview dates:** 16<sup>th</sup> & 17<sup>th</sup> June 2026

If you are invited for interview, you will be asked to plan for a 20-minute literacy session based on a book of your choice for a class of children in Reception (EYFS). You will also be asked to deliver a short 15-minute assembly presentation to children in Years 1-2 on an extra-curricular theme or topic that is of especial interest to you.

Early applications are encouraged, and applicants may be invited to interview prior to the closing date. We encourage any applicants with the correct competencies to apply and if reasonable adjustments are needed to apply or undertake the role, please let us know.

We reserve the right to close this vacancy early if a suitable candidate is appointed before the closing date. We will request references for all shortlisted candidates prior to interview.

*St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DSB certificate, the role is engaged in regulated activity and will therefore require a Children's Barred List Check. Shortlisted Applicants will be required to complete a self-disclosure. Further information can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service> We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job.*