

**Candidate Pack**

**Early Years Lead**

**Full time, Term Time Only**

**(1x permanent post)**

**February 2025**

Dear Candidate,

Castlechurch Primary School is part of the Children First Learning Partnership Multi Academy Trust, the motto of our MAT is Inspiring Excellence Together. It promotes high aspirations and excellence for all as we believe every child really does matter. Our aim is to develop a strong partnership between the schools, pupils, and the wider community to secure an outstanding learning experience for everyone. We have high expectations and strive to create independent and happy learners fit for life in modern Britain. Our school is a good school and are an important part of the local community.

**Trust Vision:**

The Children First Learning Partnership is a community of schools in which our children come first; we are proud of each and every one of them and want them to thrive, flourish and achieve their full potential within a supportive and caring environment.

Our vision is to be one of the highest performing and constantly improving Trusts in the country with capacity and capability to support others for the benefit of all children

**Our Trust Values**

We will achieve this:

* through excellent teaching that challenges and inspires and through providing enrichment opportunities that support each child’s development.
* by building a strong and collegiate identity for our Trust whilst recognising that each school within the Children First Learning Partnership has its own unique characteristics.
* through collaboration and joint working, we will develop a culture in which we trust each other to ensure that all our schools share in, and benefit from, each other’s strengths.
* by recruiting, retaining and developing the highest quality staff who nurture and inspire in order to deliver the best educational outcomes – and be the employer of choice.
* ensuring leadership development is focused on empowerment, accountability and improvement at every level
* by working in partnership with other schools, MAT’s and agencies to ensure that each school is at the heart of its community;
* by ensuring Members and Directors are accountable for the educational outcomes of every child in every school in the Trust, and the overall combined success of the MAT, including its financial viability, sustainability and integrity as we develop and grow.
* by ensuring that our Trust’s sense of responsibility and accountability for every child’s success permeates through all our schools, every Local Advisory Board (LAB) and every member of staff.

Mrs E Goodyear

Headteacher

**Our School and the Post**

We are a one and a half form first school with 300 on roll which includes our Nursery pupils. We are a very close and effective team of staff who work hard to provide the very best experiences for our children. Our senior leaders are highly skilled and lead Maths & English, SEN and EYFS provision, 1 of which is also our Assistant Head. We have about 35% of our pupils who are in receipt of pupil premium funding. The school is currently judged to be good by Ofsted. Details of our latest report can be found here - <https://files.ofsted.gov.uk/v1/file/50235711>

**School Structure (45 PAN)**

EYFS

* 1x Nursery & 1x Reception Class
* Smiling Sunshines and Little Raindrops

Key Stage One

* 3 x mixed Year 1 and 2 classes
* Maple, Willow & Hazel

Lower Key Stage Two

* 3 x mixed Year 4 and 5 classes
* Pine, Rowan, Beech

Upper Key Stage Two

* 3 x mixed Year 5 and 6 classes
* Oak. Elm, Cedar

**Important Information - Key stakeholder**

**Details of Post: Full time Permanent Early Years Lead**

**Salary:** Teacher Main Scale plus TLR2

**Start Date:** April 2025

**Location:** Castlechurch Primary School. Tennyson Road, Stafford, ST17 9SY

We are seeking to appoint from Easter 2024, an inspiration Early Years Lead who will oversee the leadership and development of our EYFS unit and the leadership of phonics across our school. In return we will offer the successful candidate access to a wide range of resources and professional development offered from both within our school and the across the Children First Learning Partnership Trust that we are a member school of.

**We are looking for someone with:**

* A passion for EYFS teaching and learning and an outstanding knowledge of the EYFS curriculum and child development that can be utilised motivate, inspire and stimulate curiosity, interest and enjoyment of learning in all of our pupils.
* Have experience of leadership and making a clear impact on pupil outcomes.
* Have a secure knowledge of the teaching and learning of phonics and strategies to encourage rich language acquisition.
* Have an excellent understanding of the importance of the development of early reading and writing and able to take on the responsibility of Early Reading Lead.
* Have high aspirations for all children rooted in the belief that every child has the potential to succeed.
* Have excellent interpersonal and communication skills and be able to work as part of a supportive and enthusiastic team
* High expectations of pupils in terms of learning, achievement and behaviour.

**The Application**

**How to apply:** Application packs can be emailed to office.cas@cflptrust.co.uk

**Closing Date:** Completed applications should be received by no later than 12pm on Monday 24th February 2025.

**By Post to:** Castlechurch Primary School. Tennyson Road, Stafford, ST17 9SY

**Or by Email:** e.goodyear@cflptrust.co.uk

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check, a Children’s Barred List Check, online social media checks and satisfactory written references.

To arrange a visit to the school or an informal discussion please contact the office on 01785 334955 or email Mrs Goodyear, Headteacher on e.goodyear@cflptrust.co.uk

**The application process and timetable**

|  |  |
| --- | --- |
| **Application deadline:** | 12pm on Monday 24th February 2025 |
| **School visits:** | Ring 01785 334955 or email Mrs Goodyear, Headteacher on e.goodyear@cflptrust.co.uk |
| **Interviews:** | Wednesday 26th February 2025 |
| **Contract details:** | Full time permanent 32.5 hours |
| **Salary:** | Teacher Main Scale plus TLR2 |
| **Start date:** | April 2025 |

The closing date for applications is 12pm on Monday 24th February 2025.

Visits to our school are actively encouraged where further details about the post can be discussed if necessary. Please contact the office on 01785 334955 or email Mrs Goodyear, Headteacher on e.goodyear@cflptrust.co.uk. If you have any questions please do not hesitate to contact us.

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

**Safeguarding, Safer Recruitment and Data Protection**

At Children First Learning Partnership we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications.](http://18.170.150.45/wp-content/uploads/2022/05/cflp-privacy-notice-workforce-20201.pdf)

|  |  |
| --- | --- |
| **Job title:** | EYFS Lead and Class Teacher |
| **Whole school area of accountability:**  **Grade:** | Teaching and learning responsibility for the management of the EYFS, phonics and early reading lead  Teacher Main Scale plus TLR2  Leadership early reading and phonics  Standard national scale in line with the current *School Teachers’ Pay and Conditions* document plus the appropriate TLR2 payment |
| **School:** | Castlechurch Primary School |
| **Responsible to:** | Headteacher and the Local Advisory Board |
| **Supervisory responsibility:** | EYFS Staff |

**Main purpose of the job:**

* Take specific responsibility and accountability for the day to day leadership, management and organisation of the EYFS
* Be an active member of the leadership team
* Be an excellent EYFS classroom practitioner
* Lead the development of a subject throughout the school
* Lead the implementation of Little Wandle across our school
* Have an impact on educational progress beyond your assigned pupils
* Line manage, develop and appraise identified staff
* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher.

**Duties and responsibilities**

In addition carrying out the duties of a class teacher as outlined in the current *School Teachers’ Pay and Conditions Document*, the post holder receives a TLR2 for the leadership and management of EYFS

**Teaching**

* Deliver the EYFS curriculum as relevant to the age and ability of Nursery pupils
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of pupils’ you teach
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
* Have a clear understanding of the needs of all pupils, including those with special educational needs; able and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
* Demonstrate a clear understanding of appropriate teaching strategies for the development early reading skills e.g. systematic synthetic phonics and assessment for learning.
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment with regard to current EYFS guidance and expectation
* Make accurate and productive use of assessment to secure pupils’ progress
* Give pupils regular feedback, both orally and through accurate marking which pupils understand, and ensure pupils respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
* Participate in arrangements for assessments within the remit of the *School Teachers’ Pay and Conditions* *Document*

**Leadership and management**

* Support and implement the vision and ethos of the school
* Contribute to, implement and evaluate the success of School Development Plan relevant to the EYFS and early reading and phonics provision
* Ensure that the work of the EYFS team is inclusive and issues are addressed in curriculum and/or pastoral management
* Lead provision with the creation of a relevant curriculum intent and implementation statement and annual action plan to include Little Wandle phonics and early reading offer
* Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
* Have overall responsibility and accountability for EYFS, phonics and early reading and ensuring curriculum continuity, consistency, balance, match and progression driven by a clear curriculum intent and implementation statement.
* Lead regular meetings relevant to the EYFS with appropriate colleagues
* Together with SLT, lead on the school self evaluation process for the EYFS including lesson observations, monitoring of school standards and bringing about improvement
* As appropriate contribute to the writing of self-evaluation and policy documents
* Manage effectively the transition of pupils to and from the EYFS and within it
* Promote cross curricular approaches to teaching and learning
* Be a proactive and effective member of the senior leadership team
* Be an effective role model for your team in terms of teaching, behaviour and classroom and staff management

**Monitoring and assessment**

* Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and EYFS pupil progress through the analysis of data and moderation evidence and ensuring the use of information for planning and target setting across the EYFS
* Monitor standards as relevant to the EYFS including reviewing long and medium term planning

**Behaviour and Safety**

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self control and independence of all learners
* Record all significant behaviour issues adhering to the school policy and procedures
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document*
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school policy and procedures

**Manage resources**

* Be responsible for the organisation, planning and evaluation of the school programmes as relevant to the EYFS
* Manage, monitor and accurately account for any budget for your area.
* Evaluate, organise and monitor the use of resources

**Fulfil wider professional responsibilities**

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school by supporting events and running extra curricular activities

**Staff development**

* + Act as a reviewer with the arrangements for the appraisal of all identified staff
* Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
* Ensure your keep up to date with current developments in the EYFS provision and disseminate information as appropriate

**Other**

* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher and Deputy Headteacher

**Note**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Person Specification Early Years Lead**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable:** |
| **Teaching and Learning** | * To have a suitable teaching qualification * To be an excellent practitioner with proven success in teaching and learning in the Early Years provision * Commitment to raising achievement of all children * Knowledge of the use of assessment for learning and assessing pupil progress * A commitment to positive behaviour management * To have high expectations * Experience of working closely with support staff * Highly organised * Commitment to involving parents in the learning process. * Have an exciting teaching style which relates well to children and promotes their academic and personal, social and emotional development. * Awareness of having a positive and exciting classroom environment * Thorough knowledge of safeguarding requirements in line with KCSIE 2023 | * A 2:1 degree or higher |
| **Leadership and Management** | * Have excellent inter-personal skills * Have good classroom management * Be able to work as part of a team * Commitment to raising achievement * A clear vision of highly effective EYFS provision * Ability to communicate vision with others * Experience of working part of a team | * A commitment to working with the community * A willingness to lead out of school activities |
| **School Development** | * Have experience of contributing to policy and decision-making * Have an interest in creative curriculum development | * To be aware of national and local educational changes |
| **Personal Qualities** | * Act on own initiative * Energy and Drive * Enthusiasm * Ambition * Good Organisational skills * Sense of humour * Flexible | * Interests out of school |

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***