



Early Years Leader

St Margaret Mary Catholic Primary School, Carlisle

March 2025





ROLE

Job Title	Early Years Leader St Margaret Mary's Catholic Primary School, Carlisle
Contract	Permanent
Start Date	September 2025 or sooner
Salary Range	L2 £51,027
Reporting to	Headteacher
Purpose	This post-holder will lead on embedding the EYFS curriculum to create a stimulating, rigorous and challenging learning environment across the Early Years as well as supporting the personal development and well-being of pupils. Our Early Years Leader will lead and promote staff development ensuring the appropriate progression of skills, planning, resources and opportunities across the EYFS, sharing creative and inspirational ideas to lead staff to outstanding professional practice. This role will involve close working with the Senior Leadership Team. You will also be expected to contribute to school developments and lead by example, teaching to a high standard. Outstanding communication skills and the ability to build positive relationships with parents and families are essential in this key role.

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Welcome from our Chief Executive, Jacky Kennedy

Dear Candidate,

Thank you for your interest in the role of Early Years Lead in the Mater Christi Trust.

The Mater Christi Catholic Multi Academy Trust was established in September 2021, in the Diocese of Lancaster. The Trust currently consists of sixteen schools, two Secondary schools and fourteen primary schools across North Lancashire and Cumbria. We have schools with different priorities, different challenges and different strengths. In line with the Bishop's vision for schools across the Diocese of Lancaster, the Trust is growing across Cumbria and North Lancashire (possibly up to 30 primary schools and 5 Primary schools in total).

St Margaret Mary's received an inadequate judgement for EY in October 2024. Much work has taken place since then. However, the school wishes to appoint a permanent leader in Early Years to carry on with improvements and take a significant role in moving the school forward.

We welcome colleagues who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve. ongoing success of the setting. As a school within the Mater Christi Trust, we also offer development opportunities to work with other schools and colleagues on a wider stage as part of our school's commitment to educational development.

We look forward to meeting with any prospective candidates and extend a warm welcome to you to visit school and find out more about the role and the difference you can make to our pupils' education.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you for this vital role as we continue to grow.

Yours faithfully,

Jacky Kennedy
Chief Executive Officer
Mater Christi Trust



The current trust schools are:

- Dean Gibson R.C Primary School, Kendal
- Our Lady and St Patrick's Catholic Primary School, Maryport
- Our Lady of Lourdes Catholic Primary School, Carnforth
- Our Lady of the Rosary Catholic Primary School, Dalton
- Sacred Heart Catholic Primary School, Barrow-in-Furness
- St Bernard's Catholic High School, Barrow-in-Furness
- St Catherine's Catholic Primary School, Penrith
- St Cuthbert's Catholic Primary School, Carlisle
- St Cuthbert's Catholic Primary School, Wigton
- St Cuthbert's Catholic Primary School, Windermere
- St Gregory's Catholic Primary School, Workington
- St Joseph's Catholic Primary School, Lancaster
- St Joseph's Catholic High School, Workington
- St Mary's Catholic Primary School, Ulverston
- St Margaret Mary Catholic Primary School, Carlisle
- St Pius X Catholic Primary School, Barrow

OUR TRUST VALUES



**LOVING
TOGETHER**



**LEARNING
TOGETHER**



**EXCELLENCE
TOGETHER**

St Margaret Mary's Vision

"Christ has no body on earth but yours"

St Theresa of Avila

We nurture every child to aspire to be their best and to embed a lifelong love of learning and a thirst for social justice through personal growth and reflection whilst celebrating the uniqueness of everyone as a child of God.





JOB DESCRIPTION

Key Responsibilities

Teaching and Learning

- Plan for the delivery of a broad and balanced curriculum which meets the needs of all learners.
- Make effective use of data to analyse and track pupil progress to identify strengths and areas for improvement and respond accordingly.
- Have knowledge and understanding of the Ofsted Inspection Framework.
- Create a happy, challenging and effective learning environment.
- Have excellent teaching skills.
- Be able to track progress and raise the achievement of all pupil groups.
- Embed the EYFS curriculum.
- Monitor and assess across a phase.
- Use vision, initiative and leadership in making change, to enhance and raise standards.
- Work in partnership with Governors
- Support the work of colleagues and promote staff development.
- Work alongside and relate effectively with and gain the respect of staff, children and parents.
- Communicate learning and high expectations clearly and in a way that motivates children.

EYFS Operation

- Lead a team of professional workers to always ensure good practice.
- Construct and deliver a fully inclusive and high-quality integrated curriculum adhering to the principles of the EYFS with regard to other government guidance, that adheres to legislative requirements and standards from OFSTED and other childcare advisory statutory / voluntary agencies, through effective staff management and facilities organisation
- Develop a curriculum which allows for children learn and develop, and implement the 3 I's (Intent, Implementation and Impact)
- Develop, monitor and maintain an appropriate system that assesses children's abilities, development and progress whilst attending the provision and that offers parents an active home-based involvement in children's development; to lead ongoing evaluation of children's progress in the provision, in order to achieve a positive outcome for any child in relation to the EYFS.
- Assess cohort tracking and implement actions from the assessment.
- Have an overall knowledge of and provide a service which values and respects the race, religion, language, culture and needs of all the children and families.



Health, Safety and discipline

- Comply with health and safety legislation and carry out checks required.
- Monitor accident and incident records and ensuring all the relevant reports are submitted to management and regulative bodies. Ensure all staffs are aware of health and safety procedures, and that they complete all relevant documentation where applicable.

Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development and take responsibility for own professional development and use outcomes to improve teaching and pupils' learning.
- Take ownership for the appraisal and professional development of others.

Leadership

- Deploy childcare staff and ensure that regular staff meetings are held.
- Line-manage staff
- Ensure staff's continued professional development is in place and that staff work to deliver agreed outcomes for individual children
- Identify training needs, (in terms of professional childcare qualifications, childcare practices, and identification of Additional Needs) and to work with individual staff and agencies to ensure that these are met, following statutory requirements where relevant.
- Facilitate in-house training, insets days if appropriate
- Hold regular staff meetings.
- Ensure staff files are up to date, and in accordance with employment law and settings policy and procedure.
- Manage/supervise will liaise with the management in all aspects of staffing to ensure that staffing levels are adequate.
- Be part of the safer recruitment process.
- Ensure that the settings policy regarding supervision and training of students, apprentices and trainees is followed; to provide advice and guidance to trainees and to mentors when needed.

Work with the wider school and externally

- Have a positive and active involvement in the wider community.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.



PERSON SPECIFICATION

	Essential	Desirable
Qualified teacher status	E	
Degree		D
Experience of a leadership role	E	
Successful teaching experience in an EY setting	E	
An extensive knowledge of EYFS curriculum	E	
A knowledge of effective teaching and learning strategies	E	
Ability to track progress and raise the achievement of pupil groups	E	
An extensive knowledge of EYFS policies and procedures	E	
Ability to adapt teaching to meet pupils' needs including SEND, EAL and disadvantaged pupils.	E	
Experience in leading a core curriculum		D
Experience of the process of school development and improvement.		D
A commitment to getting the best outcomes for children and promoting the ethos and values of the school	E	
High expectations for children's attainment and progress	E	
Ability to work under pressure and prioritise effectively	E	
Ability to lead, support and be a role model to colleagues	E	
Operate with the highest standards of personal and professional conduct and integrity	E	
Have experience of being involved in wider community events	E	
Work in accordance with the school and Trust's values and behaviours	E	
Knowledge of guidance and requirements around safeguarding children	E	
Commitment to always maintaining confidentiality	E	
Commitment to safeguarding and equality	E	
Good ICT skills, particularly using ICT to support learning	E	



APPLICATION PROCESS

Safeguarding

The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'.

In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. Safer Recruitment Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS).

All advertisements include our safeguarding statement and commitment.

All applicants are scrutinised to verify identity and are asked to provide evidence of academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates.

As a minimum, references should be from the two most recent employers and a Parish Priest, if applicable.

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions.

Shortlisting

Only those candidates meeting the criteria outlined in the person specification will be shortlisted for interview. Shortlisted candidates will take part in an in-depth interview and selection process.

Candidates will be asked to address any discrepancies, anomalies or gaps in their employment history on their application form.

Candidates are subject to DBS checks and will be reminded of their responsibility to disclose criminal convictions that if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview. On appointment an enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out.

A fitness to work declaration will be required following appointment.

Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out.

For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.



Equal Opportunities

We recognise the value of, and seek to achieve, a diverse workforce. We take positive steps to create an employment culture in which people feel confident of being treated with fairness.

How to apply

For an application pack and assistance with the application process please contact Angela Williams Angela.Williams@materchristi.com.

The Director of School Improvement and Development and the Chair of Governors are available for calls or meetings. To make an appointment please contact:

Angela.Williams@mater-christi.com

Completed forms and supporting statement should be returned via email to Angela.Williams@mater-christi.com

In compliance with Safer Recruitment Guidelines, C.Vs will not be accepted.

Closing Date: Applications must be received by Tuesday 22nd April 2025 at 12pm.

Interviews: Will be held in the week commencing 28th April 2025. Shortlisted candidates will be contacted with details of the interview process.