



Early Years Leader

Recruitment Pack





Dear Applicant

Re: Early Years Leader

Thank you for your interest in our Early Years Leader at Weetwood Primary School. We are a happy, thriving school with a passion for creative teaching, lifelong learning and memorable experiences.

We work closely with our family of schools in Headingley, Kirkstall and the surrounding area and provide holiday clubs for pupils at the surrounding schools. We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work alongside our class teachers and other support staff to deliver high quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experiences and have access to relevant CPD whilst working with a supportive staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Weetwood is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career. I hope that after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



Our Vision and Aims

**Respecting each other,
Striving to be our best,
Learning in a happy school.**

At Weetwood Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all the pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the children the following values to the children throughout their journey at Weetwood.

We feel it is our task to identify the needs of pupils and help them to:

- * Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- * Develop skills for intellectual, physical, emotional and social learning;
- * Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- * Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- * Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- * Begin to understand the complex world in which they live;
- * Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- * Appreciate, and develop the confidence to contribute to human achievements;
- * Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- * Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.



The Application Process

Interested candidates are welcome to contact Mrs Haworth for further information on the post on 0113 3230450 or at bursar@weetwoodprimary.co.uk. Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School. Visits to the school are encouraged, please call the school to arrange this.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where & when do I need to send my completed application?

Your completed application form and covering letter should be emailed to bursar@weetwoodprimary.co.uk

Closing date: 18.04.24

Interview Date: 29.04.24

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the office manager.



Vacancy Advert:

Are you looking for a new challenge or are you an experienced Early Years Practitioner?

This is the job for you!

We are looking for an enthusiastic Early Years leader who can effectively teach in Reception as well as lead the Early Years. The school has a 30 place Reception class and a 52 place Pre-School. The role includes a 0.8 teaching commitment with the remainder of the time leading excellent practice in the Early Years, supporting staff to improve, monitoring standards and reporting on assessment data.

We are looking for a dedicated and passionate teacher and leader to join our fun, inclusive team at Weetwood. We have high expectations of our teachers; the successful candidate will be required to form a partnership with the SLT, teachers and support staff in the Early Years and play a full part in all aspects of the school day.

If you are someone who:

- has experience and a good knowledge of Early Years Foundation Stage and KS1 planning and assessment outcomes, in particular the Birth to 5 framework
- is caring and passionate about the all-round development of young children
- is an inspirational teacher in helping children to achieve their full potential
- values self-confidence and motivation in children as key foundations to learning
- has energy and creativity
- has strong classroom and organisational skills
- can work effectively as part of the team
- has a high commitment to safeguarding and the protection of children

We can offer you:

- the opportunity to be part of a wonderful team.
- high quality CPD
- the opportunity to work with subject experts across all of our schools
- experienced, supportive and committed colleagues
- kind, friendly and enthusiastic children.



Enhanced Disclosure:

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



Job details

Salary: L1-L4

Hours: 32.5

Contract type: [full-time , Fixed term contract – One year in the first instance. (Part-time applications are welcome)

Reporting to: Headteacher

Responsible for: Leading the Early Years.

Main purpose

In addition to:

- Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meeting the expectations set out in the [Teachers' Standards](#)

The EYFS leader, under the direction of the headteacher, will take lead responsibility of the EYFS to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

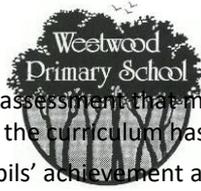
Duties and responsibilities

Strategic direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- Liaise with the local authority (LA) on EYFS-related projects and activities
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for EYFS
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:
 - Is diverse and inclusive
 - Meets the needs of all pupils and the requirements of the EYFS framework
 - Is well sequenced to promote pupil progress towards the early learning goals (ELGs)
 - Is effectively and consistently implemented across the EYFS



- Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

Leading and managing staff

- Hold regular team meetings on the EYFS to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

- Provide support with textbooks and library books in the EYFS
- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home



Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Degree • Qualified teacher status
Experience	<ul style="list-style-type: none"> • Successful experience of EYFS leadership • Teaching experience
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of the EYFS statutory framework and handbook • Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can support delivering the EYFS • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others
Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for all pupils • Uphold and promote the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion