

# Eaton Bray Academy

## EYFS and KS1 Phase Leader Information Pack



Happy, Inspired, Lifelong Learners



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Dear Candidate,

Thank you for your interest in applying for the post of EYFS and KS1 leader at our school.

We truly believe that Eaton Bray Academy is a very unique school, with a community feel and a dedication to every child. I hope you will be able to come and look round the school, to see the amazing, friendly and enthusiastic staff team and to see if you think that our school's ethos and vision fits well with yours.

Eaton Bray Academy is an academy that caters for children between 2 and 11 with capacity for 30 children per year. We are located within the village of Eaton Bray, near to Dunstable and Leighton Buzzard within central Bedfordshire. We are also within easy reach of Milton Keynes and Aylesbury, as we sit close to the Buckinghamshire border.

At our school the children are our biggest priority, as we develop happy, inspired, lifelong learners. Our experienced staff provide personalised learning experiences for all the children. We focus on their individual characters and strengths, making the most of the school's size to allow us to all know every child personally.

The school has a caring environment with high expectations for all children. "Pupils are unfailingly proud of their school" (Ofsted 2019) as are all the staff. We encourage every child's unique abilities through a varied curriculum with a focus not only on academic achievement, but also on all other aspects of life. Children have an excellent attitude to learning and there are high expectations for behaviour across the school.

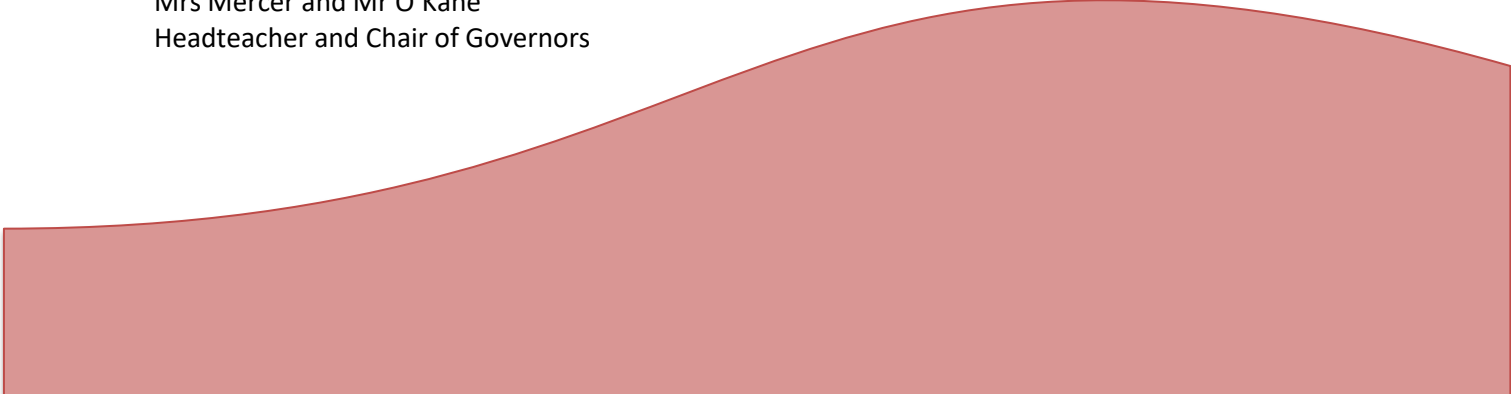
The governors of the school are tremendously supportive and regularly give their time, not just for meetings, but to offer advice, support and expertise. We also have an active Parent Teacher Association. Their time is taken up planning exciting events for the children to enjoy. As an added bonus, money is often raised for additional School resources.

The school is committed to its inclusive nature. We have 15% of pupils in receipt of Pupil Premium, with a large proportion of these being from travelling backgrounds. 27% of our pupils are on the SEN register. We have a pupil premium co-ordinator and SENDCo who co-ordinate the support for these pupils across the school.

We are looking for a EYFS and KS1 leader who would be dedicated to the school and the children, in return we can offer a supportive working environment. This is a full-time position but there may be some flexibility for the right applicant.

We look forward to hearing from you soon,

Mrs Mercer and Mr O'Kane  
Headteacher and Chair of Governors



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### **Happy, Inspired, Lifelong Learners**

Eaton Bray Academy is a happy, inclusive family where pupils and community are at our heart. Together we inspire children to be curious and develop a genuine love of learning and providing strong foundations for their future.

We strive to enrich the lives of all, with our morals and values fundamental to our curriculum. Happiness is fostered through mutual care, respect and communication with a determination to support and include every family in our community. It is vital that every individual is able to feel healthy, happy and safe, in our school and beyond.

Every day we are all challenged to take risks and achieve our personal potential with high expectations.

To achieve this we:

- Build a safe, inclusive and happy environment for all
- Follow an inspiring, broad and creative curriculum with a focus on skills and knowledge
- Deepen children's learning through exciting, aspirational lessons which are relevant to the children's world and their future aspirations.
- Provide a range of opportunities for our children, harnessing our grounds, the local area and community. We learn in and outside the classroom, providing unique opportunities for all.
  - Focus on all aspects of a child's life, including their physical and mental health
- Work closely with all members of the community including developing strong connections with families

We are:

Kind – Honest – Responsible – Appreciative – Resilient – Courageous

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### Job Description

<b>Job title:</b>	EYFS and Key Stage 1 Lead
<b>Accountable to:</b>	The Headteacher and Governing Body
<b>Pay Scale:</b>	MPS/ UPS Plus TLR2

### Main Purpose

(This job description is an addition to the standard class teacher job description.)

#### Shaping the future

- In partnership with the headteacher, deputy headteacher and governors implement the ambitious vision and ethos for the future of the school
- Play a leading role in the strategic development, school improvement and school self-evaluation process
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Senior Leadership Team, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

#### Leading, Developing and Enhancing the Teaching Practice of others:

- Modelling the school's vision, values and ethos including a positive attitude
- Independently develop personal expertise and share this with others
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement
- Plan and implement strategies to improve teaching in areas of identified need
- Take the role of mentor to new staff within the phase, when the need arises.
- Build team commitment with colleagues and in the classroom
- To plan, organize and lead EYFS and KS1 phase meetings and ensure the smooth running of the phase, in line with school expectations and policies.

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### **Leading, Developing and Enhancing the Learning Environment and Practices:**

- Lead evaluation strategies to contribute to overall school self-evaluation
- contribute to developing the long-term strategic curriculum development
- Support the English lead in the development of phonics
- Plan and implement strategies for improvement in areas of identified need
- Ensure that relevant achievement targets are met
- Ensure a safe, happy Early Years and Key Stage One Learning Environment
- Support staff in implementing the new EYFS curriculum effectively to ensure rapid progress from starting points
- Monitor planning, curriculum coverage and learning outcomes
- Continue to develop the engagement of parents and generate strategies to involve parents in their children's learning (parent meetings/ workshops)
- Lead on the preparation and delivery of the Year 1 phonics check and submission of EYFS data.
- Support the Year 2 teacher in preparing for end of key stage assessments.
- Attend leadership meetings as required and support the leadership team in areas related to the phase
- Work with the leadership team to analyse data and triangulation results to continue to develop teaching and learning
- Any other duties relating to the administration and organization of the phase as requested by the SLT

### **Strengthening community**

- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

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### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree or equivalent</li> </ul>	Evidence of further professional development
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commitment to the protection and safeguarding of children</li> <li>• Up to date knowledge of safeguarding legislation and the ability to promote a culture of safeguarding across the school community</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a DSL</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Outstanding teaching experience in the primary/EYFS age range</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading and implementing whole school initiatives and managing change</li> <li>• Experience of teaching or leading teaching with children from the age of 2</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to articulate and share the vision of Eaton Bray Academy</li> <li>• Ability to inspire, challenge, motivate and empower others to carry the vision forward</li> <li>• Understanding and commitment to promoting and safeguarding the welfare of all pupils</li> <li>• Commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating improvement</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these</li> </ul>
<b>Learning &amp; Teaching</b>	<ul style="list-style-type: none"> <li>• Demonstrate excellent pedagogy</li> <li>• Proactive approach to personal development</li> <li>• Clear understanding of what good quality teaching and learning looks like and strategies to develop this</li> <li>• Knowledge and understanding and passion for learning and teaching at KS1/EYFS</li> <li>• Secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>• Clear understanding and experience of successful behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of effective monitoring of teaching and learning</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent personal organisational skills</li> <li>• Ability to prioritise workload and work to specific deadlines</li> <li>• Up to date knowledge and understanding of the current national education agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively to a wide range of different audiences (verbal, written, using IT as appropriate)</li> </ul>



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<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Ability to inspire, challenge, motivate and empower others</li><li>• A 'can do attitude' and an ability to solve issues as and when they arise</li><li>• Reflective of their own practice and personal development</li><li>• A team player</li><li>• Belief in and ability to foster a fair, open and supportive culture</li><li>• Creative, enthusiastic and proactive, keen to embrace new ideas and challenge</li><li>• Loyalty and confidentiality</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with other stakeholders and/or members of the community</li></ul>
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### How to apply:

For further details, or to arrange a visit please contact Rachel McVeigh, Office Manager on 01525 220468 or by email: [admin@eba.ec](mailto:admin@eba.ec).

Application should be made through [My New Term](#)

Please see our website to find out more about our school: [www.eatonbrayacademy.co.uk](http://www.eatonbrayacademy.co.uk)

A fully completed application should be submitted by 9am Thursday 23<sup>rd</sup> March 2023.

Interviews are scheduled for week of 27<sup>th</sup> March 2023.

### Safeguarding

Eaton Bray Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to apply for an Enhanced Disclosure check by the Disclosure and Barring Service



### **Contact Details**

If you have any queries please contact the school office

School office hours: 8am-4.30pm

School office: 01525 220468

[admin@eba.ec](mailto:admin@eba.ec)