

# Recruitment Pack

**Class Teacher — EYFS/ KS1 (Fixed Term)**

**Closing Date — Friday 5<sup>th</sup> June 2026 (9:00am)**

**Interviews — Friday 12<sup>th</sup> June 2026**



# EYFS/Key Stage 1 Teacher

## Fixed Term (One Year)

**Start Date:** 1<sup>st</sup> September 2026

**Interviews:** 12<sup>th</sup> June 2026

*Salary: MPS*

We are looking to recruit a teacher to provide every pupil with the best quality education possible and to ensure the highest possible standards of achievement. We pride ourselves on providing a safe, happy and caring environment, where all pupils are nurtured and valued within a distinctive and inclusive ethos. This appointment is offered as a fixed-term position for the academic year 2026/ 2027.

### **The successful candidate will:**

- Demonstrate energy and enthusiasm to inspire children across all aspects of school life
- Have a passion for Early Years and Key Stage 1
- Have high levels of commitment, providing an inspirational approach to learning
- Be a good communicator and team player
- Demonstrate creativity, energy, determination, professionalism and good organisational skills

### **We can offer you:**

- A warm, welcoming, inclusive school with a friendly, enthusiastic and dedicated team of teachers and support staff
- Children who are eager to learn and have a positive attitude to learning
- Excellent opportunities to develop professionally and grow in your role as a Teacher
- A genuine opportunity to make a difference
- Supportive parents and governors

**Closing date – 5<sup>th</sup> June 2026 at 9:00am**

To find out more about the Academy, please visit our website:

[www.diamondwoodacademy.co.uk](http://www.diamondwoodacademy.co.uk)

We only accept applications completed on the Enhance Academy Trust Portal.

**Please ensure you reference the job reference on your application form.**

*Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to an Enhanced check by the Disclosure and Barring Service.*



# Job Description

## Job Title: EYFS/Key Stage 1 Teacher

The statutory conditions for Employment are laid down in the School Teachers' Pay & Conditions document.

### DUTIES

#### 1. Curriculum

- 1.1 To undertake teaching duties for children within the year group.
- 1.2 To contribute towards and co-ordinate curriculum development within the 3-7 age range.
- 1.3 To ensure a broad, balanced and meaningful curriculum is maintained based upon an activity-based approach which puts children at the centre of their learning.
- 1.4 To share with other members of staff, information gained from In-Service training.
- 1.5 To maintain in all teaching groups a standard of behaviour and discipline consistent with the successful delivery of the teaching programme.
- 1.6 To prepare, deliver, assess, display and record work for all children appropriate to their current educational programmes and in accordance with school policy.
- 1.7 To promote the academic progress through such personal guidance, parental involvement and professional consultation as may be necessary, having regard to the needs and abilities of each child.
- 1.8 To record children's attainments and provide reports in the form and at intervals required by the school and within requirements.

#### 2. PASTORAL

- 2.1 To register the attendance or absence of children in the class and to follow the school procedure for the investigation of absences and the encouragement of regular attendance.
- 2.2 To promote the social welfare of individual children through personal counselling and by prompt referral to appropriate colleagues within the agreed procedures.
- 2.3 To keep children's records up to date according to the school system, to provide access to them as requested within the school's policy and legal entitlement.
- 2.4 To attend within the specified time allocations and at reasonable advance notice such regular or occasional meetings with colleagues, parents or representatives of other bodies as required.

#### 3. GENERAL

- 3.1 To undertake all tasks related to the organisation of the year group, including adopting a positive approach to the development of independence for the children within the year group.
- 3.2 To supervise the orderly movement of children around the school and to actively maintain the good order and the health and safety of children engaged in school activities both on the school premises and elsewhere.
- 3.3 To comply with arrangements made to cover the absence of colleagues, subject to current conditions of service.



# Job Description Cont.

- 3.4 To carry out all other duties appropriate to the level expected of a teacher relating to the efficient organisation of the school.

As part of your wider duties and responsibilities, you are required to promote and actively support the School's/ Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please visit our website [www.diamondwoodacademy.co.uk](http://www.diamondwoodacademy.co.uk) 'policies page' to read our Safeguarding Policy.



# Job Specification

**JOB TITLE: EYFS/Key Stage 1 Teacher**

	<b>ATTRIBUTES</b>	<b>RELEVANT CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>RANK</b>
1.	EDUCATION AND TRAINING	Qualified teacher status. A commitment to personal development through INSET.	Application form Application form	A A
2.	RELEVANT EXPERIENCE	Experience of teaching in EYFS and/or KS1. Experience of working as part of a team. Experience of co-operative planning. Experience of working with parents. Experience of working with EAL pupils.	Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview	A A A A B
3.	SPECIAL KNOWLEDGE AND SKILLS	An ability to encourage and foster children's experiences and education in EYFS and KS1. A commitment and sensitivity to the integration of children with SEND. An understanding of the EYFS and KS1 Curriculum. Able to demonstrate a range of strategies to support positive behaviour. Ability to create a stimulating learning environment. Good classroom management and organisational skills. Knowledge of current educational issues and developments. An understanding of the revised Primary Framework. Displays a commitment to the protection and safeguarding of children and young people. Ability to demonstrate an understanding of assessment	Application form and interview  Application form and interview Application form and interview Application form and interview  Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview	A  A A A  A A A A A
4.	MANAGEMENT SKILLS	Ability to set clear objectives and prioritise. Ability to plan for support staff working with you.	Application form and interview Application form and interview	A A
5.	ADDITIONAL FACTORS	An ability to initiate and develop ideas. A flexible approach to classroom management. Ability to co-ordinate a curriculum area. A sense of humour. The ability to work within a team of professionals. Commitment to equal opportunities.	Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview	A A B A A A



# Job Specification cont.

**Key**    **A:** Must already have these criteria to be able to do the job on day one.  
          **B:** Needed for the job, but can be learnt during the induction period.

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us about these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview etc.



# Diamond Wood Community Academy

Diamond Wood Community Academy is in the heart of Ravensthorpe, West Yorkshire. As a large infant school with the majority of pupils speaking English as an additional language, language development is at the heart of all that we do. We are an inclusive school which celebrates diversity. Here, we believe in encouraging our children to be the very best that they can be. Diamond Wood truly is 'A Place to Grow, a Place to Shine!'.

Our school provides a friendly, caring environment where work and play go hand-in-hand. We aim for everyone to feel this as soon as they step through our school doors. We offer a strong sense of community and have close ties with parents and carers. We ensure that our children are educated within a caring, happy, warm and welcoming environment, with a broad and balanced curriculum.

With our dedicated staff, we strive to achieve the very best for every child. We are strong believers that 'Teamwork makes our Diamond Wood dream work'.

Our bespoke curriculum allows pupils to develop a firm foundation of knowledge, vocabulary, skills and experience, whilst further developing their lively enquiring minds, leaving them equipped for the next phase of their learning journey and the world in which they live.

An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support on issues such as legal, medical, counselling, etc. We have a comfortable and friendly staff room, which currently offers free tea and coffee at lunchtimes. Staff wellbeing is extremely important at Diamond Wood, and on the recent staff survey, staff feel supported and listened to.



# Enhance Academy Trust

## Why join Enhance Academy Trust?

This is a fantastic opportunity to join an outstanding team within a successful and forward-looking academy trust with exciting career prospects for successful applicants. As a Trust, we have developed a range of employee benefits. Here are just a few examples ...

- Membership to either the Teachers' Pension Scheme
- Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services.
- GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists.
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings
- A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing.
- Wherever possible, PPA at home for teachers.



**Enhance Academy Trust**

Encourage - Help - Achieve - Nurture



# Privacy Statement – Job Applicant

## PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Diamond Wood Community Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. For information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

## HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR), which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

## WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

## LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)



# Privacy Statement – Job Applicant cont.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## **COLLECTING THIS INFORMATION**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **STORING THIS INFORMATION**

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## **USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **WHO WE SHARE THIS INFORMATION WITH**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies



# Privacy Statement – Job Applicant cont.

## REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – [dpo@wntai.co.uk](mailto:dpo@wntai.co.uk)

**Thank you for taking the time to look through this recruitment pack. If you are interested in the role of EYFS/ KS1 Teacher we look forward to hearing from you.**

