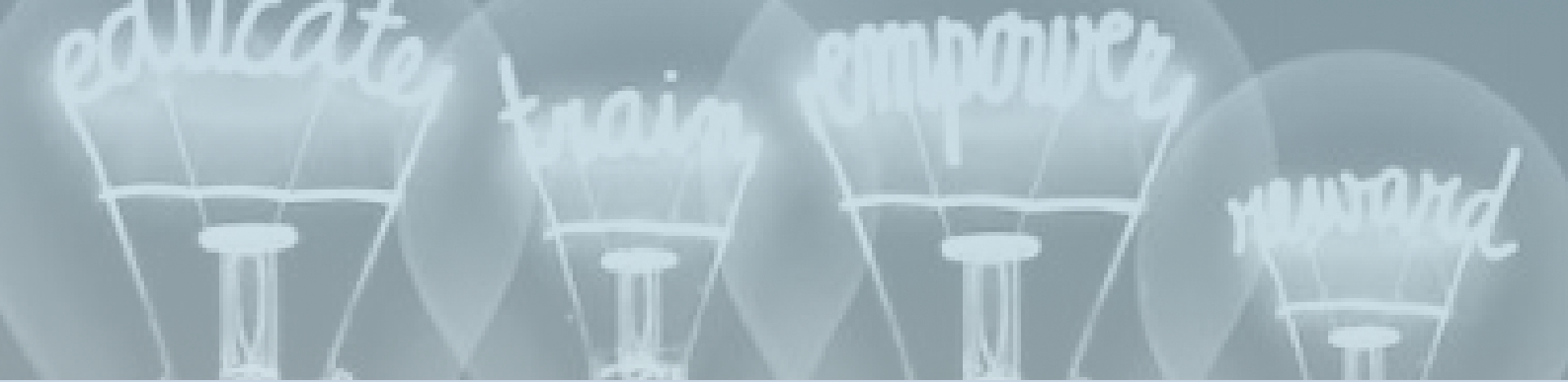




Recruitment Information Pack

EYFS Leader
Greenacres Primary School
Required from Sept 2021





Dear Colleague

Greenacres Primary School are looking to appoint an Early Years Foundation Stage Leader to join their team.

This is a unique opportunity for a current EYFS practitioner to play a key role as part of the Senior Leadership Team supporting Greenacres Primary School and Nursery through a period of exciting development and change. We are looking for someone who can lead with enthusiasm, drive and passion for Early Years provision, whilst maintaining high expectations and drive for improvement.

We are looking for someone:

- who has proven teaching and learning skills in an EYFS setting;
- who can provide professional leadership and management which ensures the effective day-to-day organisation of curriculum and assessment and be the lead in ensuring a high quality of education for all pupils and continually improving standards of teaching and learning in the EYFS;
- who can work in partnership with the Headteacher, Deputy Headteacher and other stakeholders to create a clear vision and direction for the school;
- who will provide excellent models of EYFS classroom practice;
- who has experience supporting or working alongside colleagues to manage behaviour and develop inclusive classroom practice;
- who has experience of recording and/or responding to Child Protection and Safeguarding issues;
- who shows a willingness to demonstrate Trust and School values.

We can offer a range of Professional Development opportunities, leadership coaching and support to ensure the successful candidate is qualified and equipped to carry out the role confidently.

The successful candidate will play a major role under the overall direction of the Headteacher in developing and embedding high quality Early Years Practice in the Reception and Nursery classrooms.

If you would like an informal chat, any further information, or to arrange a visit to the school, please contact Suzi Bray, Headteacher on 01743 464570 or email: admin@greenacres.shropshire.sch.uk





Greenacres Primary School

School Vision Statement

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our school vision is "to create a learning environment which encourages every individual to achieve their best in all aspects of their lives".

Our Values are:

Empowerment - We actively promote opportunities for every child, adult and school to influence their own practice and future.

Ambition - We encourage and support every child, adult and school to aim high and achieve their aspirations.

Collaboration - We work together to support everyone to achieve their aims.

Positivity - We adopt a 'can do' attitude and an optimistic approach.

Respect - We are thoughtful and considerate to ourselves, others and the environment.

Integrity - We are honest, transparent and fair in everything we do.





Summary Vision

Empower Trust aims to develop innovative and dynamic approaches to learning, combining levels of expertise across our academies to develop the most effective learning strategies possible. We aim to raise aspirations for all our children and nurture their ambitions for future success.

Empower Trust celebrates the fact that every school is different. Each academy retains a unique ethos and character to meet the needs of its local community. Local Governing Bodies ensure local needs are prioritised. We aim to support all children to become successful learners and to develop into young people of whom the family, academy and community can be proud.

Our mission is to ensure that we give every child the very best education possible – socially, morally and academically. We believe that education needs to be exciting and motivational. Academies within Empower Trust demonstrate the courage to innovate and empower every member of the school community to play their part in developing exciting and imaginative child-centred learning experiences.

We will ensure every child receives a high quality education within an inclusive, caring environment by:

- * Enabling each child to become a happy, confident and enthusiastic learner, willing to take risks with their learning – to be the best they can be;***
- * Guiding, supporting and inspiring every child to fulfil their potential, emotionally, physically, spiritually and intellectually, both during their time at school and in their life ahead;***
- * Providing an excellent academic and holistic education inclusive of access to sporting, cultural and artistic activities;***
- * Fostering life skills, hard work, resilience and conscientious application of study skills;***
- * Developing a culture of inclusion and diversity in which everyone – children, parents, staff, governors and members of the community – is welcomed and their opinions valued.***

There are some common features in all of our academies, including:

- * An exciting and inspirational curriculum and extra-curricular activities to broaden opportunity and experience for all children;
- * A drive to inspire and motivate life-long learners;
- * A culture of mutual respect and teamwork – between children, parents and staff;
- * High standards and rates of progress;
- * An early and consistent focus on developing key literacy and numeracy skills;
- * A focus on developing healthy schools – including a focus on maintaining the mental health and well-being of children and adults;
- * A uniform code to nurture a sense of identity and responsibility and high expectations around personal appearance;
- * A commitment to excellence and a culture of no excuses.





About Us

'Empower Trust is a successful and growing values-led Trust, committed to supporting the professional development of all school leaders. Empower Trust has invested heavily in the support we offer for school leaders to ensure that they are able to be successful. Currently we are exploring a range of innovative and leadership models across the Trust.

We are different

Empower Trust celebrates the fact that every academy is regarded as unique, with its own culture reflecting the characteristics and needs of its own community, whilst actively supporting the other academies to deliver an outstanding education to all the children within the Trust.

We value and celebrate the unique identities of our academies. We encourage them to innovate, create and develop their diversity so that they can inspire others.

Empower Trust is a local multi academy trust based on shared principles, placing the wellbeing of children and staff at the centre. We believe we have an opportunity to forge our own future and create a local education system based on our shared commitment and belief that together we can achieve more for our children.

Our mission is to ensure that we give every child the very best education possible – socially, morally and academically. We believe that education needs to be exciting and motivational. Academies within Empower Trust demonstrate the courage to innovate and empower every member of the school community to play their part in developing exciting and imaginative child-centred learning experiences.

Staff Development

Staff development is at the core of Empower Trust's improvement strategy. We are creating an innovative talent management and succession planning framework focused on developing exciting and sustainable career structures and staff professional development opportunities for all our staff. This will enable us to retain our talented staff, recruit ambitious, high quality staff and 'grow our own' future school leaders – all of which will help our academies to continue to provide outstanding learning opportunities for all the children within the Trust.

We believe that the best schools are those that offer the best development opportunities to staff. Working with Empower Trust gives access to broad training and development opportunities for staff at all levels, enabling you to:

- Deepen your pool of talent
- Continuously build capacity
- Secure a sustainable long term future for your school

Empower Trust offers:

- Mentoring and coaching programmes
- Senior leadership development
- Middle leadership development
- Professional development pathways for staff at all levels
- Collaboration and co-operation between schools
- Talent spotting and talent management
- Peer Learning
- Professional networks
- Building community capacity
- Recruitment and training of School Direct teacher trainees

We believe that effective Professional Development is a key driver for ongoing School Improvement.

Empower Trust is proud that the Shropshire Learning Partnership is based at one of our schools, St. Peter's CE Primary School and Nursery. The Shropshire Learning Partnership is a successful partnership of local schools and academies that collaborate and support each other to aim to provide an effective education for every child within the Alliance. Professional Development programmes are delivered at both St. Peter's Learning Centre in Wem and in the Darwin Centre based at Woodfield Infant School in Shrewsbury.



Early Years Foundation Stage Leader

Job Description



Reports to: Headteacher

Responsible for: all staff in EYFS

Hours of work: 1.0 FTE, Permanent

Salary: TLR Level 2 in line with the Trust Teachers Pay Policy and the Teachers' Pay and Conditions Document

Purpose of the role

Working with the Headteacher and Senior Leadership Team to contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment, consistent with Trust and school values. The class teacher will fulfill the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions document and will meet the expectations set out in the Teachers' Standards.

In addition to the responsibilities of class teacher and the school teachers' pay and conditions you will also undertake the following duties and responsibilities.

Purpose of the post:

- Lead a team of Foundation teachers and teaching assistants to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.
- Take an active role in the leadership and management of the school as a member of the senior management team and to promote the well being of staff and pupils in the school.

Responsibilities of the post:

Impact on educational progress beyond the teacher's assigned pupils

- Manage pupil review processes and procedures at EYFS.
- Monitor the progress of individual pupils.
- Co-ordinate end of year reports.
- Take part in and help organise parents' evening.
- Arrange and promote activities within the EYFS.
- Develop and embed effective observation and assessment strategies in the EYFS.
- Plan and support teaching and learning in the EYFS.
- Contact parents to discuss pupil behaviour and where necessary refer issues to headteacher.

Leading, developing and enhancing the teaching practice of others

- Monitor, assess and develop the teaching practice and roles of the EYFS class teachers and teaching assistants.
- Ensure that lessons are delivered effectively.
- Work with staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
- Lead EYFS professional development.

Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum

- Establish, introduce and update policies for the EYFS.
- Manage pupil review processes and procedures in the EYFS.
- Recommend schemes of work appropriate to the EYFS.
- Set learning goals to be included in the school development plan.

Management responsibility

- Lead a team of class teachers and teaching assistants.
- Update EYFS staff of changes to school policy.



Early Years Foundation Stage Leader Job Description



Management responsibility

- Manage conduct and attendance in the team.
- Support the professional development of teachers and other staff in the EYFS.
- Address and support poor performance in team.
- Work closely with the Headteacher and Deputy Headteacher as part of the School Leadership Team.

Resources/Administration

- Manage the resources of the team effectively.
- Organise the rota for assemblies with class teachers.
- Liaise with other schools to arrange pupil transfers.

Other

- Undertake decision making and policy development across the school.
- Maintain lines of communication between leadership group and staff.
- Liaise with outside agencies.
- Get to know all pupils in the EYFS as well as possible.
- Keep in contact with parents of pupils in the EYFS.
- Monitor pupil attendance and punctuality.

Class Teacher Job Description

Duties and Responsibilities

Planning, Teaching and Class Management

To take responsibility for planning and implementing the appropriate work programmes for all children in the designated class within the framework of National and school policies, taking into account individual pupils' needs.

Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.

To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.

Participate in pedagogic discussion and development, in order to share effective practice with colleagues.

Set tasks which challenge pupils and are matched to their learning needs.

Plan lessons in a way that will interest and engage all children.

Ensure effective teaching and best use of available time.

To create and maintain a quality environment, in which all children are cared for and supported.

To foster each child's self-image and esteem and establish relationships which are based on mutual respect and cooperative learning.

Create a learning environment which develops high levels of resilience, confidence and independence in pupils when they tackle challenging activities.

To provide worthwhile experiences that nurture children's growth and development.

Have high expectations of achievement and behaviour.

Give every child the opportunity to achieve their full potential.





Monitoring, Assessment, Recording & Reporting

To ensure that marking, planning and all other school procedures are carried out rigorously.

Assess how well learning objectives have been achieved through marking and monitoring of work, questioning and discussion with pupils, and use this assessment to plan next steps.

Set targets for progress and ensure learners understand what they are doing well and how to improve.

Assess and record pupils' progress systematically and keep records to check work is understood and completed; to monitor strengths and weaknesses; to inform planning and to recognise the level at which the pupil is achieving.

Prepare and present informative reports to parents, senior staff and other professionals as required.

Ensure parents are well informed about the curriculum, attainment and progress of their child and the contribution they can make to support their child's progress.

Other Professional Requirements

To support the aims and ethos of the school and Empower Trust.

Understand fully the duties and responsibilities in relation to child protection and safeguarding children and young people.

Understand fully the school's child protection policy and to ensure that all issues relating to pupils' safeguarding are reported immediately to the designated members of staff.

To ensure that the schools' aims and objectives in relation to the curriculum, equal opportunities and positive learning behaviour are promoted in everyday classroom organisation and practice.

To accept a role in curriculum contribution in agreement with the Headteacher, by monitoring and developing particular areas of the curriculum as they operate within the school.

To contribute to the School Development Plan on agreed areas of the curriculum.

To contribute to the responsibility of a curriculum area ensuring the associated resources / areas of the school are in order.

To work as part of a team in all aspects of school development and take an active role in school life, attending and participating in school events.

To set a good example in terms of dress, punctuality and attendance.

To uphold the school's behaviour code.

To participate in staff training and to attend staff meetings.

To participate in planned parent's evenings.

To develop links with governors, Trust schools and other relevant agencies. To liaise as appropriate with other professionals and outside agencies.

Establish and maintain effective working relationships with professional colleagues and parents.

Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and involvement in school development.

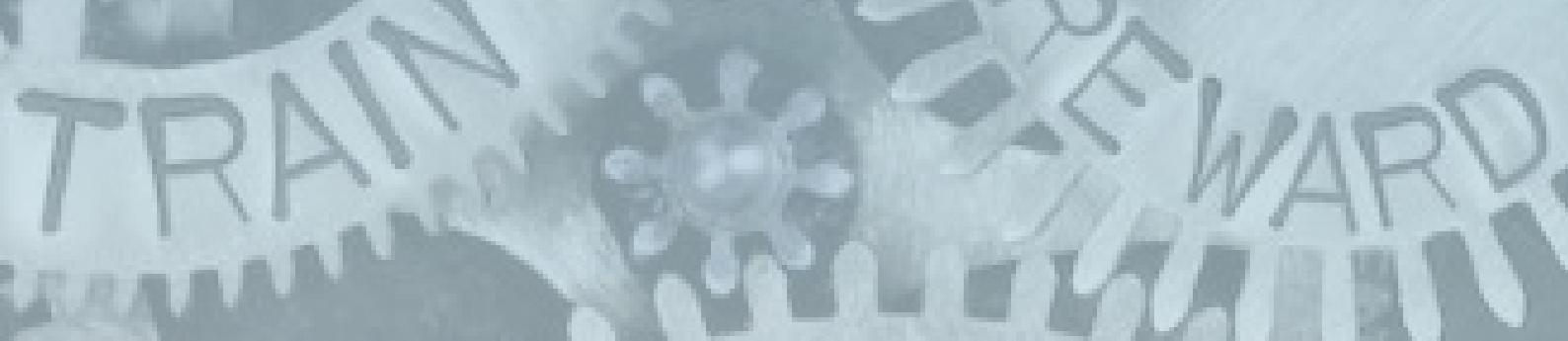
Be aware of the need to take responsibility for your own professional development.



Class Teacher Person Specification

Category	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher Status and GTC registered • Evidence of continuing professional development • Recent relevant in-service training in current EYFS educational practice 	<ul style="list-style-type: none"> • Minimum of 3 years teaching in Reception or Nursery
Experience	<ul style="list-style-type: none"> • Successful teaching experience in EYFS • A proven track record of delivering excellent teaching and learning at EYFS • Experience of teaching children with a wide range of needs 	<ul style="list-style-type: none"> • Experience of teaching in more than one school
Knowledge & Understanding	<ul style="list-style-type: none"> • Thorough knowledge of the EYFS curriculum • Good understanding of current theory and practice to achieve high standards in teaching and learning within the EYFS 	
Skills & Abilities	<ul style="list-style-type: none"> • Experience of using data and to identify underachievement and inform classroom practice • Ability to analyse data and use data and observations to inform planning and match work to pupils' needs • Evidence of effective use of assessment to raise standards • Excellent classroom skills and behaviour management • The ability to plan, monitor, evaluate and review pupils' progress • High level of written and oral skills and a high level of mathematical skills • The ability to support others in improving their skills • Evidence of having influenced the quality of teaching and learning in your current school 	
Accountability	<ul style="list-style-type: none"> • Ability to communicate effectively, orally and in writing to a range of audiences – staff, pupils, parents, governors • Commitment to engage with the Trust appraisal procedure • Have proper and professional regard for the ethos, policies and practices of the school and the Trust, and maintain high standards of attendance and punctuality 	
Personal Qualities and Attributes	<ul style="list-style-type: none"> • High quality EYFS teaching skills • A strong commitment to inclusive education and raising achievement for all • Evident enjoyment in working with pupils and their families • Ability to build and maintain good relationships • The ability to work collaboratively and effectively within a team with staff, governors and parents • Ability to lead a small team and play an active role as part of the school leadership team • Ability to remain positive and enthusiastic under pressure • Adaptability to changing circumstances / new ideas • Stamina, resilience and integrity 	<ul style="list-style-type: none"> • Personal ambition • Achieve challenging professional goals





Class Teacher Person Specification

	<ul style="list-style-type: none"> • Effective ICT skills to manage the requirements of the post with confidence • Seek advice and support when necessary • A strong commitment to the values of the school and Empower Trust • A willingness to actively participate in out of school activities eg school fundraising events, community events 	
References	<ul style="list-style-type: none"> • Positive recommendation in professional references 	<ul style="list-style-type: none"> • Professional reference without reservations
Safeguarding	<ul style="list-style-type: none"> • Empower Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment • An enhanced DBS check is required for all successful applicants 	





Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes reflect the vision, ethos and values of the school and how they align with the person specifications provided.

Applications should be sent to the school: admin@greenacres.shropshire.sch.uk

The closing date for applications is Thursday 6th May 2021 at midday.

Selection Procedure

Successful candidates will be invited to interview w/c 10th May 2021.

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day of interview

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



PRIVACY NOTICE – JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is cocomplying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- ☒ Your name and address.
- ☒ Email address and telephone number.
- ☒ Date of birth.
- ☒ Equal opportunities monitoring information.
- ☒ Your nationality and entitlement to work in the UK.
- ☒ National insurance number.
- ☒ Information about your current salary and benefits.
- ☒ Qualifications and skills.
- ☒ Work experience and employment history.
- ☒ Information about your criminal record.
- ☒ Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

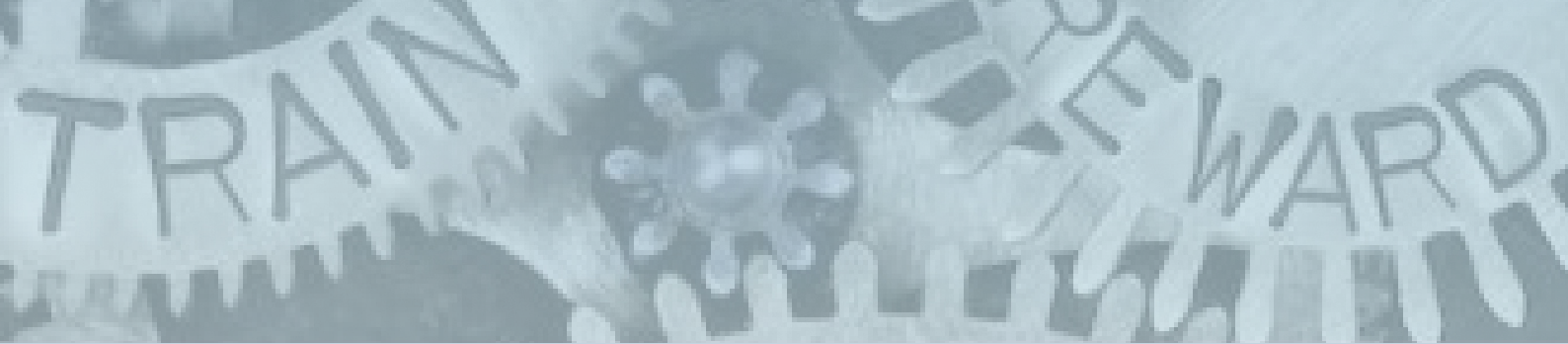
We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have appropriate firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
 - The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.





- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - * Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
 - * Direct marketing.
 - * Processing for scientific/historical research and statistics.
 - * Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. 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 by contacting the Data Protection Officer on admin@empowertrust.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

