



# Nexus Education Schools Trust

Worsley Bridge Primary  
School

EYFS Lead

Recruitment Pack Nov 2022



# Job Advert

## EYFS Lead

- Are you an experienced Early Years Teacher ready for the step up into an exciting leadership role in our Foundation Stage provision here at Worsley Bridge Primary School?
- Would you like to develop your leadership skills to ensure our EYFS team deliver the best quality of education to our children
- Have you the vision, commitment and enthusiasm to help us to continue to develop and deliver the best early years provision for every child?

For this EYFS Leader role, you will be an innovative, experienced teacher ready for a more senior role, or a current dedicated EYFS Leader who has more to offer and who can raise expectations through the standard of your own teaching and developing the skills of others within the team. You will possess the skills to motivate those around you and have an inclusive approach to teaching. You will have the determination and drive to make sure all your pupils are actively involved in their learning and are guided and supported well, to ensure they become the best they can be.

In this exciting EYFS Leader position you will be managing the progression of the EYFS phase here at Worsley Bridge and working with colleagues at our other Trust schools. You will be leading curriculum and pupil developments and sharing creative and inspirational ideas in order to lead staff to outstanding professional practice. This role will involve close working with the Senior Leadership Team, and 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 in our school.

<b>Salary</b>	L1 – L5 (Leadership scale)
<b>Location</b>	Nexus Education Schools Trust (NEST) Central Office Brackley Road Beckenham BR3 1RF Tel: 020 8289 4767
<b>Hours</b>	Full Time
<b>Start Date</b>	January or April 2023
<b>Closing Date</b>	12pm on Friday 2 December 2022
<b>Interview Date</b>	Week commencing 5 December 2022

**At Worsley Bridge**, a two-form entry school set in spacious grounds, we provide high-quality education, within a caring and positive atmosphere. We offer a broad and balanced curriculum which is enhanced by specialist teaching. We also offer a wide range of enrichment activities.

The school is rated **Good** by Ofsted; *“The school has established a strong positive ethos that pupils are proud of, and this is reflected in their positive attitudes in school.”*

Everyone at **Worsley Bridge** is valued and respected. We will treat our school community with respect and courtesy and we expect everyone to behave in the same way.

We know that pupils learn more effectively if they feel **valued, happy** and **secure**. Our children work hard and we have high expectations and aspirations that children leave with a positive self-image and motivation to achieve. We encourage close co-operation between home and school and value and build on the knowledge and experiences which our pupils bring.

**Nexus Education School Trust Central Office** is based at Worsley Bridge Primary Beckenham

NEST is a growing Multi Academy Trust, presently with 15 primary schools across the London Boroughs of Bromley, Lewisham and Southwark. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. In addition, NEST are accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich. NEST Schools are governed by Local Committees who volunteer to serve their local community.

***NEST is an exceptional and distinctive learning community***

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

Our team is committed to the principle:

***“We have a moral purpose to provide excellence and opportunity for all,  
to enable lives to be transformed”.***

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

**The NEST strategic drivers are:**

**a) Strong performance** through

- Academic excellence through enriching curriculum and quality first teaching
- Breadth of opportunity, breadth of curriculum and extra-curricular activities
- High quality training to support staff recruitment and retention
- Quality assurance framework including support to schools and monitoring

**b) Financial stability and alignment** through

- Centralisation
- Hub / cluster development for the efficient delivery of services
- Provision of extended services to schools and partner organisations and self-generated income (NEST Nurseries and Care provision (Before, after and holiday clubs)
- New schools benefiting from economies of scale.

**c) Growth in pupil numbers** through

- Development of Nursery Education
- Additional Schools joining NEST
- Associate partnership agreements
- Maintenance of pupil numbers through popularity of Trust schools by the community.

**We can offer:**

- Opportunities for continuing professional development
- Strong school partnerships
- Happy, supportive and motivated teams
- Appropriate resources, environment and support
- An innovative and collaborative organisation
- Staff benefits including cycle to work, and technology scheme

Based predominantly at Worsley Bridge School initially, there may be a requirement for the post-holder to travel to all schools within the NEST estate.

**Applications should be emailed to [lbromley@nestschools.org](mailto:lbromley@nestschools.org) no later than 12pm on Friday 2 December 2022.**

## WELCOME

Dear Candidate,

Thank you for your interest in this role within Nexus Education Schools Trust.

This is a hugely exciting time for our schools and extended services as the Trust now includes:

**Alexandra Infant School**  
**Alexandra Junior School**  
**Balgowan Primary School**  
**Bickley Primary School**  
**Childeric Primary School**

**Farnborough Primary School**  
**Goose Green Primary School**  
**Highfield Infants' School**  
**Highfield Junior School**  
**John Donne Primary School**

**John Keats Primary School**  
**Manor Oak Primary School**  
**Perry Hall Primary School**  
**Pickhurst Infant Academy**  
**Worsley Bridge Primary School**

**NEST Nursery    Thames South Teaching School Hub**

The Trust academies are all based in the London Boroughs of Bromley, Lewisham and Southwark, all schools are judged to be good or outstanding, have strong leadership and provide a breadth of opportunities and excellent outcomes for all pupils. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across schools.

Nexus Education Schools Trust believe that all decisions and choices should be child centred.

We aim to:

- nurture every individual,
- provide excellent education opportunities and outcomes,
- enable all to succeed,
- transform the life opportunities and aspirations of our pupils, allowing them to be fulfilled individuals within an ever-changing world.

As an organisation we recognise that each school's community is different. We value this uniqueness and contribution in ensuring pupils have the best education and experiences. Each school is fundamental to the success of the organisation. We believe passionately that together we can make a greater difference, providing higher education outcomes and wider opportunities for our pupils as well as greater prospects for our staff and communities.

The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Those we recruit can demonstrate that they:

- share our values,
- are highly motivated to work with colleagues within and beyond their school,
- continuously develop their skills and pursue professional excellence and
- are committed to providing the highest standards and breadth of opportunity for all children.

I hope the pack encourages you to apply and look forward to receiving your application for the post.

Regards,

A handwritten signature in blue ink, appearing to read "Paula Farrow".

Paula Farrow  
CEO  
Nexus Education Schools Trust

## Role

<b>Post</b>	<b>EYFS Lead</b>
<b>Responsible to</b>	<b>Headteacher/Head of School</b>
<b>Salary Range</b>	<b>L1-L5</b>
<b>Location</b>	<b>Worsley Bridge Primary School</b>

Are you an ambitious and outstanding teacher and leader? Are you at the peak of your teaching career and are seeking progression? Are you keen to join our Trust and make a difference?

Worsley Bridge Primary School are seeking an experienced Early Years Teacher ready for the step up into an exciting leadership role in our Foundation Stage provision here at Worsley Bridge Primary School? This role may involve developing an additional NEST nursery provision.

## HOURS

Full time.



# Job Description

## EYFS Lead

### Main purpose of the job:

“The education and welfare of a designated class/group of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the Primary Curriculum, the school’s aims, objectives and schemes of work, and any policies. To share in the corporate responsibility for the well-being and discipline of all pupils.”

Develop your leadership skills to ensure our EYFS team deliver the best quality of education to our children. Continue to develop and deliver the best early years provision for every child.

### Key responsibilities and tasks:

#### Planning and Teaching

- To be responsible for the classes and groups assigned to you by the Headteacher/Head of School.
- Develop and deliver the best early years provision for every child.
- To teach effectively with skill and sensitivity.
- To ensure that a high standard of education is maintained at all times and pupils engage with their learning.
- To plan, prepare and deliver learning experiences appropriate to the needs of the learners in line with the school curriculum.
- To ensure teaching is clear, effectively communicated and lessons are appropriately structured.
- To develop independent learners with positive learning attitudes and behaviours.
- To ensure that all groups of pupils have their learning needs met.
- To ensure the effective and efficient deployment of classroom support.
- Manage the progression of the EYFS phase.
- Lead on curriculum and pupil developments in EYFS.

#### Classroom Management

- To ensure the classroom is a stimulating learning environment with well-presented displays and working walls linked to relevant class work.
- To promote good order and discipline in line with the school’s behaviour policy.
- To promote the general well-being of pupils and ensure that social and emotional aspects of learning are effective.
- To develop strong pastoral support for pupils.

#### Monitoring, Assessment and Recording

- To record, assess and evaluate each pupil’s progress in accordance with statutory requirements and school policy.
- To use data effectively to track children’s progress.
- To contribute to the annual programme of school self-evaluation.
- Moderation of learning and achievements.

#### Wider Professional Responsibilities

- To follow the school’s safeguarding and health and safety procedures and be fully aware of the safeguarding and health and safety policies.
- To be a role model and encourage good relationships with children, parents and colleagues.
- To supervise children out of class as required.
- To liaise effectively with stakeholders, including colleagues and parents.
- To carry out specified actions required by the priorities of the School Improvement Plan. (following NQT year)
- To undertake continual professional development to enhance your role as a teacher in the school.
- To take part in the agreed procedures for your performance management in the school and meet Teacher Standards. (performance management following NQT year)
- Working with colleagues and pupils throughout the school in the development of the curriculum.
- Lead on the development of a subject area within school. (following NQT year)



- Management of budget area when appropriate and the maintenance and allocation of resources for these areas (following NQT year).
- Leading staff workshops/seminars as appropriate.
- Liaison with advisory staff and external agencies as appropriate.
- Undertaking other reasonable and appropriate tasks as required by the Headteacher or Head of School

## General

### Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

### Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

### Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

### Equalities

Ensure implementation of the school's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

### Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you.

# Person Specification

## The successful candidates will have:

### Knowledge and Experience

- Qualified Teacher Status, including relevant degree.
- Evidence of appropriate professional development.
- Willingness to continue professional development.
- Ability to use comparative data, benchmarking and target setting data.
- Ability to effectively evaluate and plan for improvement.
- Knowledge of effective teaching, learning and assessment methods.
- Understanding of effective leadership.
- Knowledge of new technologies and use of a learning platform to support teaching & learning (desirable).
- Knowledge/experience of tracking progress and attainment.
- Experience of management of curriculum development or a Key Stage.
- Clear evidence of leading a team to accelerate progress.
- Existing senior leader within a primary setting.

### Skills and Abilities

- Effective leader.
- Outstanding classroom performer.
- Team player.
- Strategic vision for raising standards in the primary sector.
- Ability to manage change.
- Ability to develop effective relationships and teams.
- Strong communication skills.
- Excellent organisation skills.
- Willingness to contribute to the leadership of the academies.
- Ability to prioritise, meet deadlines and work under pressure.

### Teaching and Learning

- Excellent classroom practice.
- Development of a range of teaching and learning styles.
- Experience of raising academic standards.
- Experience of monitoring classroom performance.
- Evidence of the impact of coaching/support for individuals.
- Ability to demonstrate high quality teaching and learning strategies.

### Motivation and Personality

- Positive and optimistic.
- Sense of accountability.
- Good sense of humour.
- A constant drive for improvement.
- Ability to motivate colleagues and students.
- Excellence attendance record.
- Able to work in a professional manner as part of a team.
- Flexibility



# Application Process

## Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

## Invite to Interview

After the closing date, short listing will be conducted by the interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

# Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

We will use a variety of assessment tools during the assessment process, these may include:

- role-play
- presentations
- group exercises
- written exercises
- aptitude/ability tests
- personality questionnaires
- job trials

# Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All

interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

**The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

*Keeping Children Safe in Education (2022)*

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit [www.nestschools.org](http://www.nestschools.org) for the full policy.

## **Safer Recruitment & Pre-employment Checks**

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

Keeping Children Safe in Education, paragraph 220 introduces a new duty to consider 'carrying out an online search as part of their due diligence on the shortlisted candidates'. Please be advised that we will carry out online searches of all shortlisted candidates and may request details of any social media handles.

New employees will not commence work until all relevant checks have been completed.

### **Standard Checks**

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or

relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

### Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

### Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

### References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references of self-disclosure will be taken up at interview.