



***Candidate Information Pack***

***Role: EYFS Leader and Reception Class Teacher***

***Required for: April 2023***



## *Contents*

---

Welcome

---

Trust Schools

---

Role Overview and School Vision

---

Application Procedure

---

Job Description and Person Specification

---

Benefits of Working for Aspire Academies Trust

---

Aspire Values

---



## *Chief Executive Officer's Welcome*

A very warm welcome to Aspire Academies Trust. I am delighted that you are interested in joining one of our family of schools.

Our Multi Academy Trust (MAT) comprises of six primary schools, and a Training Centre, currently supporting approximately 2500 students and 350 staff. In the next three years, we intend to extend the current numbers further and welcome more schools into the Trust.

The advantage of working within a MAT is that there are many natural opportunities for collaboration on every level. It is easy to become insular in a stand-alone school or to only see things from one school's perspective. Being part of a MAT enables deeper, more meaningful links to be established, leading to more efficient ways of working and sharing of resources, ideas and best practice. It is our experience that this helps the whole school community to benefit.

I wish you the very best of luck in your application. You won't find me, or the Aspire Central Team, hiding behind closed doors. We welcome a chat and take a proactive role with our Academies and their Local Advisory Bodies. We like to get to know people personally and thrive on working as part of a team so I look forward to meeting you soon.

Kind regards,

Vicky Parsey  
CEO



## *Principal's Welcome*

On behalf of the children, staff and governors of Knutsford Primary Academy, I would like to extend a warm welcome to you and thank you for your interest in joining our school.

Knutsford is a large, friendly school with much to offer. We have high expectations of our children: in their work and in their behaviour. Simply put, we expect the children to work to the best of their ability, to show kindness to those around them and to take care of their environment.

Our vision at Knutsford is to inspire our children to be happy, successful learners and responsible citizens. Feedback from pupils, parents and visitors tells us that this vision is embedded into the life of the school. Our curriculum is broad and balanced and adapted to meet the needs of our children. We encourage the children to take risks with their learning and we support them in seeing mistakes as being part of the learning process. We aim to be an inclusive school, where all are valued within an atmosphere of mutual respect and trust, and we strive to make each child's time with us purposeful, challenging and enjoyable.

At Knutsford, we are fortunate to be able to employ two part-time early years practitioners who provide additional support in our nursery and reception classes. This early intervention enables our EYFS children to make good progress as a result of the targeted support these members of staff provide in areas such as speech and language, fine motor skills and phonics.

As a new senior leader at Knutsford, you will be supported during your first term in post through Aspire's comprehensive induction programme. This provides you with dedicated time each week where you will receive my support while you reflect on your leadership, problem solve and grow as a leader.

If you are still keen to apply, please read on and I look forward to receiving your application. This pack should provide you with all the information you need, but if there is anything else you would like to know about Knutsford Primary Academy please do get in touch.

Best wishes,

Eileen Anderson  
Executive Principal



## *Trust Schools*

<b>Name</b>	<b>Location</b>	<b>Brief outline of the school</b>	<b>Facilities</b>
Bedmond Academy	Abbotts Langley	A small one form entry primary school, based in the warm, vibrant village of Bedmond which sits on the edge of Hemel Hempstead and Watford. Joined the Trust in 2017.	A purpose built school situated in large grounds consisting of fields and woods. A recently built hub which is used for meetings and breakfast and after school club. There is an ongoing improvement plan for the site.
Bovingdon Primary Academy	Bovingdon village	A two form entry school set in the heart of the village. This is a popular, oversubscribed village school with an outstanding Ofsted grading. One of the first 3 schools to form the Trust.	Consists of the original school building and later purpose built additional buildings.
Broadfield Academy	Hemel Hempstead	A two form entry school which was originally an infant and junior school and later converted to a Primary. Joined the Trust in 2018.	Purpose built school with extensive playing fields. The buildings have been well maintained. There is a family centre on the site.
The Grove Academy	Watford	A large three form entry school in Garston with an 80 place nursery. One of 3 schools to form the Trust in 2014.	This is a large site with extensive outdoor space. The buildings are over 2 floors.
Hammond Academy	Hemel Hempstead	A two form entry school which currently has 1 bulge year. One of the original 3 schools which formed the Trust.	A large site with spacious learning environments. There are 3 separate outside areas and playgrounds for different year groups and an outside canopy.
Knutsford Primary Academy	Watford	A friendly, oversubscribed two form entry primary school. Joined the Trust in 2018.	The original school was built in 1939 and destroyed by fire in 1999. It took 3 years to re-build and now boasts a lovely purpose built building with a recently installed all-weather pitch.



## *Role Overview and School Vision*

We have an exciting opportunity to appoint a reception class teacher who, as Early Years Foundation Stage Leader and member of the Senior Leadership Team, will also play an important role in the leadership and management of the school. As EYFS Leader, you will work with the EYFS team to build upon the high quality teaching and learning there is across the Early Years Foundation Stage. This is a demanding role but a very exciting and rewarding one too.

The position is offered as a full-time or part-time (0.8 Monday –Thursday) position and has become available as the current post holder has recently moved away from the local area after 7 very successful years at Knutsford.

Whether you are an experienced leader or a class teacher looking to take your first steps into leadership, we would love to hear from you.

## *Vision*

Inspiring our children to be happy, successful learners and responsible citizens.

## *Mission*

To create a safe and challenging learning environment where our children can be the best they can be.

## *Aims*

We aim to help our children be the best they can be by:

- Encouraging positive feelings of self-worth, allowing children to develop the confidence to fulfil their potential and be successful in an ever changing world.
- Providing a culture where children are excited by their learning and challenged to take risks, safe in the knowledge that making mistakes is part of the learning process.
- Ensuring that children achieve high standards of behaviour and achievement by encouraging responsibility, independence, resilience, self-discipline and respect for others.
- Providing a safe, nurturing community that promotes the spiritual, moral, social and cultural development of all children.
- Promoting the values our children have identified as essential to being a good citizen: kindness, integrity, honesty, teamwork, working with the community, equal rights for all, consideration, fairness and respect for each other.
- Promoting British values of democracy, the rule of law, individual liberty and mutual respect for those with different faiths and beliefs.



## *Application Procedure*

For a confidential discussion regarding this vacancy or to arrange a visit to the school, please contact Eileen Anderson, Executive Principal, [head@knutsfordprimaryacademy.org.uk](mailto:head@knutsfordprimaryacademy.org.uk)

We are only accepting applications through My New Term. In compliance with Safer Recruitment guidelines, CV's will not be accepted.

Closing date: Monday 19<sup>th</sup> December 2022 at 5.00pm

Shortlisting: Tuesday 20<sup>th</sup> December

Shortlisted candidates will be contacted with details of the interview process on 20<sup>th</sup> December. This will include a classroom observation in the candidate's current school during the first two weeks of the spring term, prior to the interview.

Interview date: Monday 16<sup>th</sup> or Tuesday 17<sup>th</sup> January 2023

### **Safer Recruitment**

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2022).

### **Equal Opportunities**

At Aspire Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply for this vacancy.

## ***Job Description***

Early Years Foundation Stage Leader

Salary scale: MPS 4 – UPS3 (£35,151 - £44,919) plus TLR2 (£3,017) FTE

Full-time or 0.8 (Monday – Thursday)

**In addition to the general professional duties set out in the School Teachers' Pay and Conditions Document the following duties are attached to the post of EYFS Leader**

### **Purpose of the role**

- To provide leadership to the EYFS team.

### **Accountability**

- The post holder reports directly to the Executive Principal.

### **Key Areas of Responsibility**

#### **Strategic direction and development of the school**

With the Executive Principal and Senior Leadership Team:

- Keep up to date with developments in EYFS teaching and learning and share these with staff.
- Contribute to effective school self-evaluation and improvement planning.
- Contribute to the monitoring and evaluation of the impact of the school's policies, practices, targets and priorities, identifying developments needed and working with the SLT to achieve them.

#### **Teaching and Learning**

- Provide a consistently good to outstanding role model as an early years teacher.
- Play a major role in the development of high quality teaching and learning in the Early Years Foundation Stage.
- Seek ways to share good practice and ensure dialogue about teaching and learning amongst EYFS staff.

#### **Leadership and Management**

- Share in the leadership and management of the school as part of the Senior Leadership Team.
- Manage the performance of teaching and support staff in the EYFS.
- In partnership with the Executive Principal, organise the additional EYFS practitioners to ensure intervention groups are precisely targeted.
- Work with the Senior Leadership Team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively.
- Ensure your own continuing professional development.
- Enthuse children and colleagues by a positive, active and supportive attitude.
- Promote and safeguard the welfare of children you are responsible for, or come into contact with.

#### **Pastoral Care**

- Take an active and supportive role in the pastoral care of all EYFS children.
- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all EYFS children and to implement policies and procedures to foster them.



### **Communication and Community Links**

- Fully support the life and work of the school.
- Develop and maintain positive and effective relationships with parents and carers, governors and other community partners.
- Develop and maintain links within Aspire Academies Trust.

### **Safeguarding**

- Be responsible for promoting and safeguarding the welfare of children.

### **Health and Safety**

- Ensure the implementation of the Trust's Health and Safety policies, ensuring that the security, maintenance and cleanliness of the academy and its surroundings conform to statutory and local regulations.

This job description is not exhaustive, the post holder may be required to undertake such other duties, commensurate with the post, as may from time to time be requested by the Executive Principal. The job description will be reviewed at least annually as part of the Performance Appraisal programme.

The EYFS Leader will have access to a range of professional development activities, for example conferences, seminars and training courses.

Currently, Phase Leaders receive ½ day per week non-contact time to undertake specific leadership duties, in addition to PPA time.

## ***Person Specification***

### **Essential Criteria**

- Qualified Teacher Status.
- A commitment to further professional development.
- Evidence of high-quality teaching in the Early Years Foundation Stage.
- An understanding of monitoring, assessment, recording and reporting on pupil progress.
- Knowledge of statutory requirements concerning Equal Opportunities, Health and Safety, SEND and Safeguarding.
- Ability to communicate the Academy's vision, mission and aims, and to inspire others to follow these.
- A commitment to taking an active role in the context of the MAT.
- Ability to build effective working relationships.

### **Desirable Criteria**

- Leadership experience.
- Knowledge of the key stage 1 curriculum.

### **Personal Qualities**

- A genuine passion for educating children, coupled with the ability and enthusiasm to support every child to fulfil their potential.
- Lead by example: demonstrating integrity and resilience.
- Visible and approachable, enjoys engaging with and inspiring children, staff, parents and the wider school community.

- Adaptable leadership style, being 'hands on' when required, balanced with knowing when to delegate.
- Demonstrates problem solving and analytical skills.



## *Benefits of Working for Aspire Academies Trust*

There are many benefits to working for the Trust.

### Cross Trust Working

- The advantage of working within a multi-academy trust (MAT) is that there are many natural opportunities for collaboration on every level. Being part of a MAT means we can forge deeper links, sharing of resources, ideas and best practice. It is our belief that when schools work together, share their ideas and draw on each other's strengths, they can achieve so much more.
- We regularly create ways of working in partnership across the Trust, for example shared INSET, working parties, forums for business, education, governance and more. We urge you to seek these opportunities out, take advantage of them as learning opportunities and use them as a stepping stone to further your development and career progression.

### Leave

- There are many types of leave available to employees, from career breaks to study leave.

### Pension Schemes

- You will be auto-enrolled into the relevant pension scheme although you have the option to opt out if you wish. For more information, visit

For support staff: [www.lgpsmember.org](http://www.lgpsmember.org)

For teachers: [Teachers' Pensions \(teacherspensions.co.uk\)](http://Teachers'Pensions(teacherspensions.co.uk))

### Childcare Vouchers

- Childcare Vouchers closed for new applicants on the 4<sup>th</sup> October 2018 and were replaced with a new government scheme called Tax-Free Childcare which is not administered by your employer. For more information visit: <https://www.gov.uk/tax-free-childcare>

### School Lunch

- We appreciate that schools are busy places therefore a free school meal, from our kitchen, is available for every member of staff. Our catering teams pride themselves on the quality and variety of food on offer to our pupils and staff.

### Performance Management

- We want you to feel valued as an employee, to grow with us as a Trust and to achieve your potential, whatever your role or aspiration. As such, performance development is incredibly important to us as a Trust. We work hard to ensure effective performance development by using both formal and informal processes to support individuals and teams to achieve high levels of performance at the current time and to be able to do the same in the future.

## *Aspire Academies Trust Values*

At Aspire we have strong values and expect our staff to work to these values and behaviours. We would expect future employees to share in our values and be committed to upholding them and holding others to account on working to our high expectations.

Values	Behaviours and characteristics
<b>Integrity</b>	Honesty, trust, respect, fairness, equity, openness, autonomy
<b>Aspirational</b>	High expectations, positivity, passion, motivated, challenging, energy, craftsmanship
<b>Collaboration</b>	Stakeholder focus, sharing, communicating, partnerships, community, Trust-wide and beyond
<b>Creativity</b>	Research-rich, innovative, enterprising, horizon-gazing, curious
<b>Relationships</b>	Humility, respect, caring, empathy, professional behaviours, approachable, safety
<b>Accountability</b>	Responsibility, commitment, focus, standards, individual and shared, co-agency



We look forward to receiving your application, good luck!

Knutsford Primary Academy, Balmoral Road, Watford, WD24 7ER

Telephone: 01923 466 020 Email: [head@knutsfordprimaryacademy.org.uk](mailto:head@knutsfordprimaryacademy.org.uk)