

# Application Pack



## Early Years Leader

# Letter from Catherine Paine, Chief Executive, REAch2 Academy Trust



Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**  
**Chief Executive, REAch2 Academy Trust**

# Letter from our Headteachers at Gunton Primary Academy

Dear Candidate,

Gunton Primary Academy is a well-established and popular school in the heart of Gunton, North Lowestoft. This is an exciting opportunity to join our thriving school as Early Years (EYFS) Leader. You will have the key role of leading teaching and learning in our EYFS phase which includes Reception and onsite Nursery. This is a fantastic leadership opportunity in our successful school, which is part of a strong collaborative partnership of local Trust schools.

We have an opportunity for someone who has a passion and love of Early Years provision, with a clear vision for how we can build on our existing strengths to become consistently outstanding. You will be well supported by a dedicated team of staff and senior leaders who believe that Early Years is an integral part of our whole school. Our environment, including amazing outdoor spaces allows for creative and exciting learning for children in Early Years. Are you ready to take on this challenge and to grow your career?

Gunton Primary Academy is proud of its safeguarding ethos and culture. We are totally committed to the safeguarding and welfare of all children, and we expect all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy's pre-employment checks. Satisfactory written references will be sought post shortlisting and ahead of a selection process.

**Mrs Kirsten Stone and Mr Matthew Jordan**

**Headteacher and Executive Headteacher, Gunton Primary Academy**

# Our Cornerstones and Touchstones



The REAch2 Academy Trust forms the strong, responsible, foundation from which every school develops, grows, and flourishes.

It is the cornerstone that ensures all its schools deliver the best possible learning experience based on quality, excellence and high standards.

Our staff are committed to a maintaining a culture inspired by our Touchstones: seven principles which inspire our provision and ensure REAch2 academies are unique.

Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our Touchstones find what is precious and set these things apart.

They embody the values and ethos of the Trust and act as our guiding purpose for every decision taken.

Integrity -We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour.

Learning - Children and adults will flourish in their learning and through learning discover a future that is worth pursuing.

Leadership -REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the “possible” in people as well as the “actual”.

Responsibility -We act judiciously with sensitivity and care. We don’t make excuses, but mindfully answer for actions and continually seek to make improvements.

Enjoyment -Providing learning that is relevant, motivating and engaging releases a child’s curiosity and fun, so that a task can be tackled and their goals achieved.

Inspiration -Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full.

Inclusion -We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style.

Our promise to all children is that they will receive a high-quality education at a REAch2 academy. Children will flourish in their learning here and use this as the bedrock of their future education.

# The Role

**Start date:** Monday 4<sup>th</sup> September 2023

**Contract type:** Permanent

**Pay Scale:** Main Scale 1-6 / UPS (plus a TLR 2a for a candidate with the relevant skills)

**Working Hours:** Full time / Monday to Friday / 32.5 hours / 52 weeks

Are you an inspirational Early Years Leader looking to work with an amazing group of children and colleagues?

Are you looking to forge a career within a caring and values-driven family of schools?

Do you want to belong to a national professional learning community, with real opportunities for growth, development and career progression?

Are you driven to enable all children to succeed in all areas of the curriculum?

Are you committed to an ethos of safeguarding and well-being of all children?

**If so, Gunton is definitely the school for you!**

Gunton Primary Academy is a community centered, friendly one and half form entry school. We are very proud of our children and staff, and the positive ethos they share. It's important to us that we provide a supportive and inviting environment where children enjoy learning, are challenged, feel safe and grow into successful future citizens.

Our school is a caring school, where the children are warmly supported and encouraged throughout their time with us to be 'inspired', to fulfil their potential and aspire to achieve their very best. We firmly believe that working in partnership between home and school is vital and we have incredibly supportive families.

Our current Early Years Leader has successfully secured an internal appointment to Assistant Headteacher, which has left us with a vacancy within the Early Years department. We are seeking to appoint an Early Years Leader to join our passionate team on a journey in achieving outstanding provision for all our children. We would like to hear from anyone who feels they can motivate, inspire and challenge our children and staff to achieve their very best.

We're holding an Early Years open event at Gunton on 29.03.23 and 19.04.23, between 9am and 11.30am, please come along to meet our wonderful children, the team you'll be working with and explore our amazing school.

Candidates should:

- Have an outstanding track record of teaching and raising standards across EYFS
- Be a hardworking, team player who thrives when working with children
- Display initiative and ability to work independently and as part of a team
- Be passionate about and dedicated to teaching as a vocation, putting children's learning at the heart of what they do
- Be passionate about delivering high-quality teaching and learning across the whole EYFS phase
- Enthuse and engage all children in their learning
- Have the ability to lead, develop and inspire colleagues so that they can realise their potential
- Know how to enable parents / families to become fully involved in supporting their children's learning
- Be flexible and innovative in their ways of thinking
- Strive to be the best they can be

In return we can offer:

- A friendly, supportive, enthusiastic and hardworking team of staff and governors, who are committed to inclusion, safeguarding and the very highest aspirations for all children
- Amazing children to work with
- A firm commitment to both you and your professional development
- Excellent local Cluster and wider Trust CPD opportunities
- Opportunities to further develop your career within our Multi Academy Trust, REAch2, the largest primary-only academy Trust in the country

# The Application

Please visit our school website, [Guntonprimary.org](http://Guntonprimary.org) to download the Application form or email: [recruitment@guntonprimary.org](mailto:recruitment@guntonprimary.org)

Please return your completed application forms to: Mrs R Newrick, HR and Finance Officer, [recruitment@guntonprimary.org](mailto:recruitment@guntonprimary.org)

In accordance with our Safeguarding Policy the successful candidate will be required to have an Enhanced DBS with Child Barred List check.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online Equality & Diversity Monitoring Form separately.

## Link to online Equalities and Diversity Monitoring Form

[https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzlQrNunT\\_hUMIJXTkhNVIE0SIhKV0FWTEk2Wkw1TTUwRS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzlQrNunT_hUMIJXTkhNVIE0SIhKV0FWTEk2Wkw1TTUwRS4u)

## The application process and timetable

<b>EYFS Open Event</b>	Wednesday 29 <sup>th</sup> March 2023 between 9am – 11.30am  (Please email <a href="mailto:recruitment@guntonprimary.org">recruitment@guntonprimary.org</a> to let us know you're coming)
<b>EYFS Open Event</b>	Wednesday 19 <sup>th</sup> April 2023 between 9am – 11.30am  (Please email <a href="mailto:recruitment@guntonprimary.org">recruitment@guntonprimary.org</a> to let us know you're coming)
<b>Application deadline:</b>	Midnight on Thursday 20 <sup>th</sup> April 2023
<b>Interviews:</b>	Friday 28 <sup>th</sup> April 2023

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our children.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

## Job Description

<b>Job title</b>	Early Years Leader
<b>Salary Scale</b>	Main Payscale Points 1-6 / Upper Payscale (TLR for a candidate with relevant skills)
<b>Responsible to</b>	Executive Headteacher / Headteacher / Assistant Headteacher / Local Governing Body

### Main Duties and Responsibilities

#### Teacher – Planning, Teaching and Classroom Management

- Leading the safeguarding and wellbeing of children in EYFS
- Creating and maintaining a secure and safe environment for the staff and children and for ensuring that all safeguarding and child protection procedures are adhered to
- Ensure the successful development and implementation of high quality, inclusive learning environments in Nursery and Reception, which promote a balance between learning through play and providing learning activities which will challenge and develop children
- Setting tasks which challenge children and ensure high levels of engagement, progress and attainment
- Work to inspire in all children a desire for success and a passion for learning
- Providing clear structures for EYFS provision, maintaining pace and motivation
- Ensure children with SEND and additional needs are fully included and supported
- Encouraging children to reflect upon and talk about their learning, develop self-control and independence, social skills, perseverance and resilience
- Using a variety of teaching methods to match content, knowledge, skills and appropriate vocabulary to children's needs
- Use effective questioning and assessment identifying and addressing errors and misconceptions
- To organise and manage the provision for groups or individual children ensuring personalisation of the curriculum
- To ensure effective use of all adults within EYFS, including volunteers and students
- To liaise with outside professionals when appropriate e.g. Educational Psychologist
- To undertake shared routine duties associated with the wider leadership team of the school. These will include playground duties and leading assemblies when appropriate
- To create and manage a caring, supportive, purposeful and stimulating environment within early Years, which enables all children to achieve their potential
- To plan opportunities to develop the Social, Moral, Spiritual and Cultural aspects of our children's curriculum

#### Monitoring, Assessment, Recording and Reporting

- Leadership and coordination of statutory assessment in EYFS including RBA
- To assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching
- Provide clear, regular feedback for children and set targets which build on prior attainment
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress
- Supporting the Senior leadership Team in the monitoring of the quality of teaching and children's attainment and progress, including the analysis of data



## Curriculum Development and Leadership

- Supporting the creation and implementation of the School Development Plan, with leadership of the EYFS section
- Help the Senior Leadership team and Governors to accurately evaluate EYFS provision
- Ensure Early Years meets the criteria for a successful Ofsted inspection
- Lead the Early Years team in the development and delivery of a creative and stimulating EYFS curriculum
- Lead the Early Years team in the development and maintenance of a stimulating teaching environment that ensures optimum use of time, resources and facilities
- Be a proactive member of our Curriculum Team, taking the lead in a subject to inform and monitor curriculum content, standards and resources across our school
- Show a willingness to be involved in the extra-curricular life of our school
- Assist in creating expectations of responsibility and accountability by monitoring and evaluating practice and giving constructive feedback that develops the effectiveness of staff. Being prepared to challenge when necessary
- Lead Early Years team meetings to develop and improve our provision, professional development, assessment and partnership with parents / families

### From the second year of appointment onwards:

- Evaluating the effectiveness of the subject for which you are accountable for, in close collaboration with the leadership team
- To be responsible for the development of at least one curriculum subject. To be prepared to lead and guide others in this subject
- Contribute to team responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or maintenance

## Ethos

- To support the Senior Leadership team in promoting the 3 core learning values of the school: Grow, Persevere and Aspire and our 'family' ethos
- To promote the welfare of children and to support the school in safeguarding all children through relevant policies and procedures
- To ensure that school and Trust policies are reflected in daily practice
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy and any school-specific procedures / rules that apply to this role
- To work with parents / families and appropriate agencies, so that children receive holistic support in their development
- To communicate with and work in partnership with parents / families in all aspects of their children's education and development

*The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.*

## Person Specification

Factors	Essential	Desirable
Right to work in the UK (proof to be brought to interview)	✓	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Suitable full and relevant registered qualification for EYFS</li> <li>A relevant degree</li> <li>Qualified teacher status</li> <li>Evidence of recent additional educational qualifications</li> <li>Current First Aid/Paediatric First Aid certificate</li> <li>Recent NPQ in leadership</li> </ul>	✓ ✓ ✓	✓ ✓ ✓
<b>Experience</b> <ul style="list-style-type: none"> <li>Proven, consistent strong teaching in EYFS</li> <li>Highly effective understanding of the EYFS curriculum</li> <li>Ability to administer the national RBA and analysis of outcomes</li> <li>Consistent accuracy in assessing children's development and precise identification of next steps / provision</li> <li>Confidence and skill in delivering Read Write Inc phonics or other phonics programme</li> <li>Experience of actively and positively engaging with parents / families</li> <li>A commitment to improving standards and ensuring all children achieve</li> <li>An excellent knowledge and understanding of the whole primary curriculum</li> <li>Proven record of effective subject leadership</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people</li> <li>Commitment to the protection and safeguarding of all children and staff</li> <li>Track record of co-operating with and working with relevant agencies to ensure the appropriate safeguarding of children and families</li> </ul>	✓ ✓ ✓	
<b>Knowledge</b> <ul style="list-style-type: none"> <li>A detailed and confident knowledge of children's development and ability to recognise and respond to the individuality of children</li> <li>A thorough understanding of the EYFS Curriculum, provision and assessment</li> <li>A clear vision of what constitutes great EYFS provision and inspirational learning environments</li> <li>An extensive knowledge and understanding of how to promote children's Spiritual, Moral, Social and Cultural development</li> <li>Effective positive behaviour management approaches for EYFS settings</li> <li>Proven experience and impact in curriculum leadership, planning, monitoring and assessment</li> <li>A commitment to continuous professional and personal development</li> <li>Know how to use local, national and statistics to evaluate the effectiveness of EYFS</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Factors	Essential	Desirable
<b>Skills</b> <ul style="list-style-type: none"> <li>Confidence in keeping children safe and ensuring their well-being</li> <li>Be able to demonstrate outstanding classroom practice and articulate what constitutes highly effective teaching and learning</li> <li>A commitment to the integration of children with Special Educational Needs and Disability in mainstream school environment</li> <li>Have excellent communication skills with all stakeholders</li> <li>Ability to work effectively as part of a team of leadership team and governors</li> <li>Ability to demonstrate positive and highly effective behaviour management skills</li> <li>Be committed to a high quality, child focused approach to learning</li> <li>Good organisational and time management skills</li> <li>A passion for learning and the ability to inspire children to reach their full potential</li> <li>Model a positive and professional attitude at all times</li> <li>Flexible and keen to adapt to meet the needs of school</li> <li>A commitment to providing extra-curricular activities</li> <li>A commitment to the involvement of parents / families in their child's learning</li> <li>Experience of innovative use of technology to enhance learning</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Unwavering commitment to the safeguarding of all children, families and staff</li> <li>Excellent organisational skills with a flexible approach</li> <li>An effective leader who can inspire, motivate and challenge others</li> <li>Collaborative with the ability to work as part of a team</li> <li>Ability to work under pressure while maintaining a positive, calm leadership</li> <li>Positive, caring attitude, enthusiasm and sense of humour</li> <li>Ability to maintain confidentiality</li> <li>Commitment to personal and professional development</li> <li>Excellent interpersonal skills</li> <li>An ability to maintain a work-life balance and personal well-being</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Gunton Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS with Child Barred List disclosure will be sought as part of the Academy's pre-employment checks.

Gunton Primary Academy recognises that all individuals have fundamental human rights and therefore adopts a rights-based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.

We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school