



St Mary's Catholic Primary School

Job Application Pack

EYFS Leader



Welcome from the Executive Headteacher

Welcome from the Executive Headteacher

St Mary's is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

St Mary's Catholic Primary School is part of a partnership of Catholic Schools. In collaboration with Holy Family Xavier Catholic Primary and St Mary's Catholic Primary, we aim to create a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At St Mary's, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be Executive Headteacher of this diverse and dynamic family of schools.

I look forward to receiving your application

Bernadette Nesbit
Executive Headteacher, NLE

"The Catholic Life of the school is outstanding because a strong sense of Catholic identity has been established, enabling all staff and pupils to be united in living its mission" Section 48 inspection December 2022

"Pupils' behaviour and attitudes to learning are exceptional. They show tremendous respect for, and kindness towards, each other. Pupils' behaviour does not get in the way of learning. In fact, it is quite the opposite. Girls and boys work and play together in harmony. Leaders' hard work to improve attendance and punctuality has paid off. Pupils come to school regularly and on time." Ofsted, 2021

Our mission statement at St Mary's Catholic Primary School is embedded by the statement of ethos:

'Dream it, Believe it, Achieve it'

**'At St Mary's, we walk together with Christ, to achieve our potential,
helping one another to love, care, smile and learn.
Let your light shine'**

About the Partnership of Catholic Schools

Our aim as a partnership is to deliver an innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth and strength of the partnership is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

St Mary's Catholic Primary School

St Mary's Catholic Primary School is situated close to Doncaster town centre with close links with the A1 and other major motorway routes.

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St Mary's Primary School is situated close to Doncaster City centre with close links with the A1 and other major motorway routes. It is a vibrant and aspirational school with a proud and visible Catholic ethos underpinning a positive approach to both learning and behaviour.

Holy Family Catholic Primary School

Holy Family Primary School is a Catholic Voluntary Academy located in the east of Doncaster. It is a vibrant and aspirational school with a proud and visible Catholic ethos underpinning a positive approach to both learning and behaviour.

Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

The Vacancy

St Mary's consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT) who have experience within and beyond the partnership.

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint imaginative and enthusiastic EYFS Class Teacher & Leader, who will be keen to work alongside a team determined to create an excellent school.

You will primarily be based at St Mary's. However, as part of your professional development, there is also the potential to support and be supported by the staff at St Mary's Primary School, Balby and Holy Family Catholic Primary School, Stainforth.

Applications

For more information about St Mary's Catholic Primary School, please visit www.St-Marys-pri.doncaster.sch.uk.

To apply for the role please download the 'CES Teacher Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to sarah.cashmore@francisxavier.co.uk clearly demonstrating your suitability for the role.

Closing Date: 11am, Friday 27th June 2025

Interview Date: Wednesday 2nd July 2025

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email sarah.cashmore@francisxavier.co.uk or telephone 01709 863280

Job Description

JOB DESCRIPTION	
Post Title:	EYFS Leader
Salary:	MPS/UPS +TLR2
Start date	
Responsible to:	The Executive Headteacher/Head of School
Main purpose of role:	<ul style="list-style-type: none"> To work collaboratively and flexibly with the senior leaders to create an outstanding school with outstanding pupil outcomes To ensure that the EYFS and KS1 is effectively led and managed and compliant To represent the EYFS and KS1 department on the Senior Leadership Team as requested To carry out professional duties and to teach across the school as needed To promote the aims and objectives of the school and maintain its philosophy of education and reputation in locally and nationally To lead, manage, develop and maintain high quality EYFS provision which enables quality teaching, excellent learning outcomes and success for all pupils To model effective teaching, to coach and train colleagues and to teach across the school To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate Deploy EYFS staff effectively for the smooth running of the unit
<p style="text-align: center;">SAFEGUARDING STATEMENT</p> <p>St Mary's Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are required to adhere to the school's safeguarding policies and practices. As part of the school's safe recruitment procedures all staff regularly undergo the enhanced DBS check.</p>	
Responsibilities and Duties EYFS Leader	
Strategic Management	<ul style="list-style-type: none"> Formulate the aims and objectives of the EYFS curriculum and develop policies for their implementation with the SLT Monitor and evaluate the impact of policies, practices, etc in the EYFS, identifying developments needed and constantly seeking strategies for improvement; working in partnership with the SLT to achieve them Keep up to date with current issues in teaching in learning, school improvement and curriculum development in the EYFS and disseminate amongst staff Lead the development of a continuous learning culture- supporting and challenging staff with positive and focused feedback and encouragement to grow outstanding teachers Work in partnership with the SLT in the cycle of school evaluation and development planning

- Liaise with local nurseries and Key Stage 1 colleagues to ensure high quality transitions between phases
- Mentor students and staff and be a role model of excellent practice
- Produce Action Plans, evaluations and reports

Teaching and Learning

- Demonstrate consistently outstanding teaching skills, managing pupils and maintaining high standards of behaviour across the EYFS and KS1 acting as a role model for all staff
- Ensure and monitor high quality teaching and learning in the EYFS and KS1 and achieve outstanding pupil outcomes at each phase
- Lead the EYFS and KS1 team in the development and delivery of creative and stimulating EYFS and KS1 curricula
- Lead the EYFS and KS1 team in the development and maintenance of a stimulating teaching environment that ensures optimum use of time, space, facilities and resources
- Ensure the EYFS and KS1 team fulfil the requirements of the EYFS, Yr1 and Yr2 , including arrangements for internal and statutory assessment and moderation
- Ensure that careful observation of pupils in EYFS results in accurate assessment, is recorded in the learning journey profiles and that planning for the next steps of learning is shared regularly with parents

Staffing

- Work with the SLT to deploy staff effectively and maximise the use and impact of resources on pupil outcomes
- Assist in creating expectations of responsibility and accountability by monitoring and evaluating practice and giving constructive feedback that develops the effectiveness of staff
- Be responsible for the performance management of staff delegated by the head
- Identify staff development needs and that appropriate programmes and CPD timetable/Inset days are designed to meet such needs
- Organise team meetings to develop and implement policies, initiatives, discuss samples of work, assessment and record keeping, moderation, etc.

School self-evaluation

- Establish the process of the setting of targets within the EYFS staff and monitor progress towards their achievement
- Adapt and implement school monitoring procedures, including effective interventions
- Manage the collection of data in the EYFS
- Make use of data analysis; evaluate performance data and formulate strategies to address areas of concern
- Produce reports on performance data as required for internal and external audiences

Communication

- Develop and maintain positive professional relationships with colleagues, pupils, parents, the local community and the governing body
- Attend and contribute to appropriate middle and senior leadership and governing body meetings

- Develop and maintain links with local advisory and support services and other local EFYS settings
- Keep parents well informed about the EYFS and KS1 curriculum, attainment and progress and fully engaged as partners in their child's learning
- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher and School Business Manager

Responsibilities and Duties : Main scale Teacher

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Teaching

- Deliver the curriculum as relevant to the age and ability group that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress

- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- If teaching in EYFS, carry out careful observation of pupils in EYFS which results in accurate assessment, is recorded in the learning journey profiles and that planning for the next steps of learning is shared regularly with parents
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments
- To ensure provision in the EYFS is appropriate, challenging, stimulating and links to the needs of the learner

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Deploy staff appropriately to ensure the needs of the learner is met and be feedback on their performance

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships

- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks as required by the Head
- To support the Catholic ethos of the school and the Teachings of the Catholic Church and teach Religious Education to a high standard as expected across the school.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the head.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder:

Date: / /

Signature of Head:

Date: / /

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Essential	Desirable	MOA
Experience and Qualifications			
Qualified Teacher Status	✓		A/C
Working knowledge of Primary Curriculum.	✓		A/I
Recent INSET as appropriate.		✓	A/I
Abilities, Experience and Knowledge			
Teaching experience in primary	✓		A/I
Experience of planning, teaching and evaluating teaching.	✓		A/I
Effective use of assessment for learning strategies to raise standards.	✓		A/I
Ability and willingness to teach cross phases	✓		A/I
Experience of Teaching Primary ages	✓		A/I
Experience of working with parents and outside agencies.		✓	A/I
Excellent Classroom Teacher.	✓		A/I
Knowledge of New National Curriculum	✓		A/I
Able to use ICT effectively to support and enhance teaching, learning and personal development.	✓		A/I
The ability to motivate and inspire pupils.	✓		A/I
Ability to work sensitively with children from a range of socio-economic backgrounds.	✓		A/I
Ability to manage work of others including support staff.	✓		A/I
Excellent communication skills.	✓		A/I
Highest expectations for all children.	✓		A/I
Manage children's behaviour in a positive way.	✓		A/I
Forms good links with parents.	✓		A/I
Supportive of the school's Catholic ethos	✓		A/I
Ability to share knowledge / lead others.		✓	A/I
Commitment to extending knowledge beyond classroom.	✓		A/I
Commitment to extra-curricular activities.	✓		A/I
School level Ability to lead subjects		✓	A/I
Personal Qualities			
Enthusiasm	✓		I
Relates well to pupils and staff	✓		I
Passionate	✓		I
Confidence	✓		I
Articulate, clear and concise	✓		I
Professional approach to the interview	✓		I

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate