

Benchill Primary School



Recruitment Pack:

EYFS & Read Write Inc. Lead
Reception Class Teacher

Permanent Contract:

Main Pay Scale: (£31,650 - £49,084) per annum (TLR2B - £5,640.00)

Start Date: 1st September 2025



Headteacher's Welcome:



Dear Prospective Candidate,

Welcome to Benchill Primary School, where we are dedicated to creating a nurturing and dynamic environment that inspires both pupils and staff to reach their full potential. We are thrilled that you are considering joining our team, where your skills and passion for education can truly make a difference. At Benchill Primary School, we pride ourselves on fostering a collaborative and inclusive community that values innovation, diversity and excellence in teaching and learning. As you explore the opportunity to become part of our school, we encourage you to share your unique experiences and ideas that align with our mission to empower every pupil. We look forward to learning more about you and how you can contribute to our vibrant community. Thank you for considering Benchill Primary School as the next step in your professional journey.

Warm regards,

Steven Rooney

Headteacher





Job Description:



Role Purpose:

As the EYFS Leader, you will be responsible for the leadership, management, and development of the Early Years Foundation Stage (EYFS) within the school, ensuring that all children receive the highest standard of education and care in a nurturing, safe, and stimulating environment. You will lead a team of EYFS staff, support their professional development, and work collaboratively with parents, carers, and the wider community to ensure every child has a positive start to their education. Additionally, you will have a specific focus on the delivery and development of Read Write Inc. (RWI), an essential phonics program that supports children in developing early literacy skills.

Key Responsibilities:

Leadership and Management:

- Lead, motivate, and support the EYFS team in the planning and delivery of a high-quality curriculum.
- Take responsibility for the day-to-day operation of the EYFS, ensuring that all aspects of the Early Years framework are adhered to.
- Monitor, evaluate, and review the EYFS curriculum to ensure it is dynamic, relevant, and meets the needs of all learners.
- Establish a positive, supportive, and inclusive culture for all EYFS staff and children.
- Manage the budget allocated for the EYFS, ensuring resources are effectively utilised.
- Work with the leadership team to develop and implement school improvement plans and strategies in line with the EYFS needs.
- Lead regular EYFS meetings, setting agendas, recording minutes, and following up on actions.

Teaching and Learning:

- Ensure that the EYFS curriculum is implemented effectively, providing a balance of adult-led and child-initiated activities.
- Deliver high-quality phonics lessons through the Read Write Inc. program, ensuring children develop strong reading and writing skills.
- Monitor and assess children's progress in phonics, providing targeted interventions for children who are falling behind or need additional support.
- Support the development of formative and summative assessments, including observations and planning, ensuring high-quality documentation.
- Ensure the RWI program is being delivered consistently across the EYFS setting, using assessment data to inform lesson planning and coaching.
- Implement strategies to support children's language development, communication skills, and social-emotional growth.
- Ensure an effective, inviting and well-resourced indoor and outdoor continuous provision.
- Ensure early identification procedures for special educational needs are effective.

Job Description:



Read Write Inc. Leadership:

- Oversee the implementation and success of the Read Write Inc. phonics program across the EYFS.
- Provide leadership and support to staff delivering RWI, ensuring they receive ongoing training and resources to teach phonics effectively.
- Regularly assess the effectiveness of RWI in improving children's early literacy skills, using data to monitor progress and outcomes.
- Work closely with other EYFS staff to identify children who need additional phonics support and lead targeted interventions as necessary.
- Support the development and delivery of RWI training for new staff and ensure the program is embedded in the daily routine of the classroom.
- Maintain accurate records of phonics assessments, tracking individual and group progress throughout the year.

Parental Engagement:

- Develop strong relationships with parents and carers, ensuring they are kept informed about their child's progress in phonics and literacy development.
- Encourage and facilitate parental involvement in the school community, including through workshops, meetings, and events related to phonics and literacy.
- Ensure effective communication with parents regarding the well-being and progress of their children, particularly in areas such as reading and writing development through RWI.

Safeguarding and Health & Safety

- Ensure that the EYFS complies with safeguarding regulations, policies, and procedures, creating a safe and secure environment for all children.
- Promote children's physical and emotional well-being, supporting their social, emotional, and behavioural development.
- Ensure that all health and safety guidelines are followed and that any concerns are reported to the designated safeguarding lead.

Professional Development:

- Lead by example, maintaining high standards of professionalism and setting a positive tone for the EYFS team.
- Provide support and coaching for EYFS staff to foster their professional growth, encouraging them to attend relevant training and development opportunities, especially in the delivery of RWI.
- Keep up to date with current EYFS practice, policies, and legislation, ensuring the provision is innovative and meets national standards.

Person Specification:



Person Specification: EYFS Leader:

Qualifications and Experience:

- Qualified Teacher Status (QTS) with a specialism in Early Years Education (preferred) or an equivalent qualification.
- Proven experience of leading and managing a team within an Early Years setting, with a strong understanding of the EYFS curriculum.
- Recent experience working in an Early Years setting (Nursery/Reception) with a solid understanding of the Early Years Foundation Stage (EYFS) framework.
- Experience delivering and leading the Read Write Inc. phonics program, including training and mentoring staff.
- Evidence of continuous professional development in EYFS leadership and phonics instruction (particularly RWI).
- Experience of assessment systems and tracking children's progress, particularly in phonics and literacy development.

Knowledge and Skills:

- In-depth knowledge of the Read Write Inc. phonics program and how it supports early literacy development.
- Strong understanding of the EYFS curriculum and how it supports children's development in literacy, numeracy, and social-emotional growth.
- Ability to assess and track children's progress effectively, using data to inform teaching practices and interventions.
- Strong leadership and management skills, with the ability to motivate and inspire a team.
- Excellent communication and interpersonal skills, with the ability to work effectively with staff, children, parents, and external agencies.
- Knowledge of safeguarding procedures and health and safety regulations.

Person Specification:



Personal Qualities:

- A passion for Early Years education and the development of young children, especially in literacy.
- Strong organisational and time-management skills, with the ability to prioritise tasks and meet deadlines.
- Flexible, creative, and innovative in responding to the needs of the children and staff.
- Approachable, empathetic, and able to build positive relationships with parents, staff, and the wider community.
- A commitment to ensuring all children, regardless of background, have access to high-quality learning experiences.
- Strong problem-solving skills and the ability to manage difficult situations calmly and effectively.

Desirable:

- Postgraduate qualifications or NPQ in Early Years Education or leadership.
- Experience working with children with additional needs in an EYFS setting.
- A proven track record of raising standards and improving outcomes for children in the Early Years, particularly in phonics.
- Experience in budget management and resource allocation for the EYFS.



Application Details:



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Reception Class Teacher
Permanent Contract:**

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Start Date: 1st September 2025**

For more information about the role or to book a school visit,
please contact Steven Rooney, Headteacher:

head@benchill.manchester.sch.uk

or call: 0161 998 3075

To apply for this post, please complete an application form
and email it to:

recruitment@benchill.manchester.sch.uk

Deadline for applications:
Monday 28th April 2025 at 9am

