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**Archbishop Temple Trust**

**Full time EYFS Teacher Pay Scale MPS/UPS plus TLR 2a (EYFS Lead)**

**Required from September 2025 or as soon as possible.**

**Are you passionate about helping every child succeed and improve their life chances?**

**Are you prepared to work collaboratively for the benefit of all children?**

**Will you offer children the opportunity to flourish and shine by doing what it takes, no matter what their starting point or social challenges?**

**If so, Archbishop Temple Trust would love to hear from you!**

Archbishop Temple Trust has a fantastic opportunity for an enthusiastic and motivated teacher to join our team. The successful candidate would have the opportunity to take a position at Bishop Bridgeman CE Primary School.

The schools of Archbishop Temple Trust aim to offer:

* A high quality, inclusive and distinctive education with excellent learning opportunities
* A caring and nurturing environment based on our Christian values, recognising the uniqueness of each child.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The posts are subject to child protection screening including an enhanced disclosure from the Disclosure and Barring Service and also past employment checks. References will be sought prior to interview. We are an equal opportunities employer.

To apply please complete the downloadable application form and email to [digglek@archbishoptempletrust.co.uk](mailto:digglek@archbishoptempletrust.co.uk) or, in the event of difficulty, contact Mrs K. Diggle on 01204 333 466.

Archbishop Temple Trust, Rupert Street, BL3 6PY

Closing date: **Thursday 19th June 2025 – 9:00am**

Observations & Interviews: **Tuesday 24th June 2025**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced Disclosure by the Disclosure and Barring service.*

Visits to the school are welcomed. Please contact Kirsty Diggle, digglek@archbishoptempletrust.co.uk







**Job Description**

**EYFS Teacher and EYFS Lead**

**Job Title: EYFS Teacher and EYFS Lead**

**Location: Bishop Bridgeman CE Primary School**

**Salary range: MPS/UPS plus TLR 2a**

**Responsible to: Headteacher, Deputy Headteacher, Trustees and Governing Body**

**1. PURPOSE OF THE ROLE**

To work in partnership with the Governors, Headteacher, Central Team and School Senior Leadership Team to enable high quality teaching and learning across the school and Trust. To successfully undertake leadership responsibilities designated for the role.

**2. IN RELATION TO THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for EYFS Lead contained in The School Teachers’ Pay and Conditions Document, the School Standards and Framework Act 1998, the required standards for Qualified Teacher Status and other current education and employment legislation.

**3. DUTIES AND RESPONSIBILITIES**

**A. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL AND THE TRUST**

Supporting the school and Trusts overall development by:

* Support the Headteacher, Deputy Headteacher and Governors in promoting and developing a vision for the future of the school, demonstrating inspirational leadership and creativity.
* Leading on one or more areas of the School Improvement Plan.
* To play a significant role in self-evaluation of the school and Trust, and implement improvement strategies for areas of responsibility.
* Rigorously ensuring all school systems are working smoothly and efficiently on a day-to-day basis. To work with school leaders to develop policies and, through monitoring, ensure continuity and consistency.
* Inspiring leadership ensuring a high quality of education and high standards of achievement for all students.
* Providing strategic school leadership and translating planning into positive action and results.
* Modelling professional behaviour, promoting high expectations, challenging peers.
* To have a secure knowledge and to lead staff on teaching and learning, assessment, pupil tracking and data in the area of EYFS.
* To take responsibility and lead EYFS and maintain the quality of teaching and learning within this department.
* Ensuring that safeguarding procedures are rigorously followed by all members of staff.
* Carrying out such other duties as are required and as are commensurate with the grade of the post.
* To support the development of the school within the multi academy trust, community and others schools and services.
* To have a secure understanding of the diversity of the school community and contribute to this in a positive manner.
* To strengthen home school links by actively engaging parents in children’s education.
* To contribute to the development of the Trust in line with the Trust Improvement Plan and in consultation with Central Team.
* Taking a role in our Trust network of schools, leading or attending strategy groups and professional development networks.
* To maintain and extend professional knowledge and expertise through attending relevant training and conducting professional reading.

**B. TEACHING AND LEARNING**

* To work closely with the Headteacher, Deputy Headteacher, Local Governing Body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils’ achievement.
* To undertake a teaching role in EYFS, in either Reception or Nursery.
* To undertake monitoring activities across school and effectively evaluate the quality of education within the school.
* To undertake a coaching and/or mentoring role to support colleagues in school improvement.
* To analyse assessment data from a variety of sources to inform progress and attainment for all pupils ensuring the quality of education within the school is the best it can be.
* Challenge under performance and put in place any necessary actions following school policy and procedures.
* To ensure high standards of behaviour across school are promoted and maintained.
* To contribute to developing a positive school ethos.
* To provide support for teaching when needed across the Trust by providing CPD when needed to develop teaching and learning, leading to improvements in the quality of education across the Trust.

**C. LEADING AND MANAGING STAFF**

* To support the Headteacher and Deputy Headteacher to lead, motivate, support, challenge, inspire and develop staff to secure and maintain improvement:.
* To maximise the contribution of staff to improve the quality of education provided and standards achieved.
* To ensure that constructive, effective working relationships are formed between staff and pupils
* To ensure effective working relationships between different staff members.
* To plan, support and evaluate work undertaken by individuals and teams within the areas of responsibilities delegated for the role.
* To support teaching and learning if and when required within the Multi Academy Trust.
* To motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
* To overcome challenges, sustain own motivation and that of other staff.
* To ensure the implementation of whole school policies which support the school’s values, aims and objectives.
* To ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Early Career Framework and standards for induction.
* To ensure safeguarding procedures are implemented and the safety of pupils, staff and others on the school site are maintained to the highest standard.
* To develop and maintain links with parents/carers and the community.
* To ensure that equal opportunities for pupils and staff are effectively promoted.

**D. DEVELOPMENT OF SELF AND STAFF**

* To work closely with the Headteacher, Deputy Headteacher and Local Governing Body to deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s strategic plan and financial context.
* To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
* To manage, monitor and review the use of all available resources in order to improve the quality of education and improve pupils’ achievements.
* To support and provide staff with professional development opportunities to improve practice.
* To engage in relevant professional development activities as necessary.
* To maintain high expectations for own performance and that of others within school and across the Trust.

**E. ACCOUNTABILITY**

* To be accountable to the Headteacher, Deputy Headteacher, Trustees and Local Governing Body.
* To ensure all necessary tasks relevant to the role are completed to the highest standards.
* To work alongside the Headteacher and Deputy Headteacher to ensure school improvement through Performance Appraisals.
* To take the responsibility for carrying out the Performance Appraisal for identified staff.
* To contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EYFS Lead Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Headteacher Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair of Governors Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

**EYFS Teacher - responsibility for leading EYFS at Bishop Bridgeman CE Primary School**

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| Selection Criteria | Essential |
| 1. Qualifications  and training | * Qualified teacher status. * A degree or equivalent. * To have evidence of recent professional development relevant to post. * Evidence of other professional qualifications relevant to the post |
| 2. Experience | * Significant experience of teaching and acting as an outstanding model of teaching for others. * Experience of managing and leading staff and phase or subject leadership. * Evidence of involvement in school self-evaluation and development planning. * Evidence of responsibility and experience of turning policy into effective practice to raise standards across the whole school. * Successful experience of using and interpreting data (pupil outcomes, monitoring evidence) to raise achievement * Experience of contributing to staff development. * Experience of working well in partnership with staff, governors, children, parents and the wider community. * Has experience of using research evidence to inform teaching and learning. |
| 3. Professional skills and knowledge | * Understand the distinctive nature of a church aided school. * To be an outstanding classroom practitioner demonstrating consistently high-quality teaching strategies and the ability to model this for others and support others to improve. * A clear understanding of the essential qualities necessary for effective teaching and learning. * A proven track record of raising attainment. * Ability to establish excellent relationships with all stakeholders. * Ability to communicate effectively to a wide range of audiences. |
| 4. Leadership and Management | * Leading and managing others within the context and beliefs of the Christian faith. * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. * Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement in areas of responsibility. * Able to communicate a strong clear vision for high quality education which maximises the potential of the school. * Experience of leadership development, through e.g. NPQML/NPQSL. * Awareness of strategies for raising pupils’ achievement and managing behaviour. * Commitment to inclusion and meeting the needs of all children. * Ability to demonstrate experience and understanding of the principles of good leadership and management. * Understanding of and involvement in monitoring and evaluation procedures for school improvement. * Commitment to promoting parental involvement in the life of the school. * Lead and manage EYFS team including Nursery, Reception and support staff. * Support and inspire both colleagues and pupils by leading through example. * To have a commitment to safeguarding and equality. * Understanding of the skills needed as a leader to successfully lead and manage other subject leaders to successfully implement the curriculum. * Able to prioritise, plan and organise own workload and that of others. |
| 5. Personal Qualities | * Excellent interpersonal and communication skills. * Flexible and approachable. * Resilient under pressure. * Possesses integrity. * Display a high level of commitment * Positive and energetic. * Able to plan, organize and prioritise. * Able to work independently and as part of a team. * Proven leadership qualities to motivate and inspire others. * Embraces change well. * Deals with difficult situations effectively. |
| 6. References | * Positive recommendations in professional references. * Enhanced DBS clearance. |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

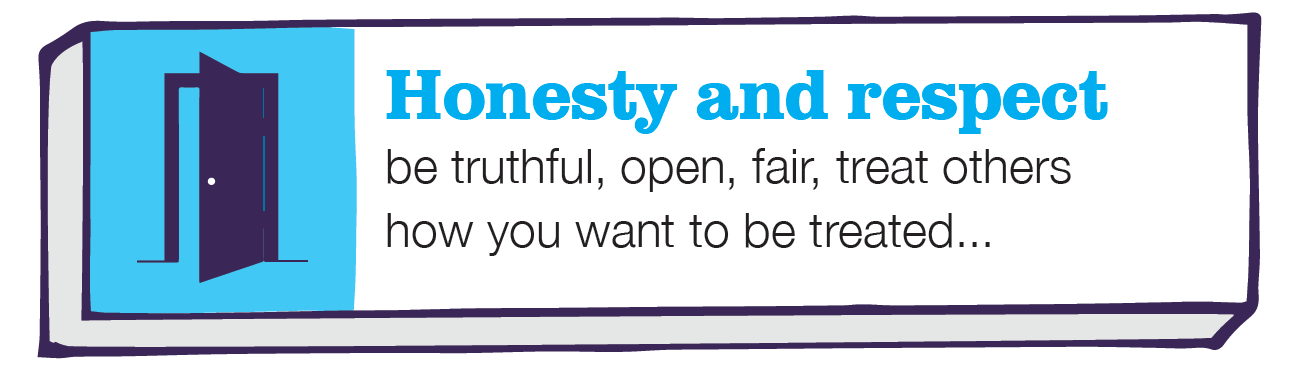
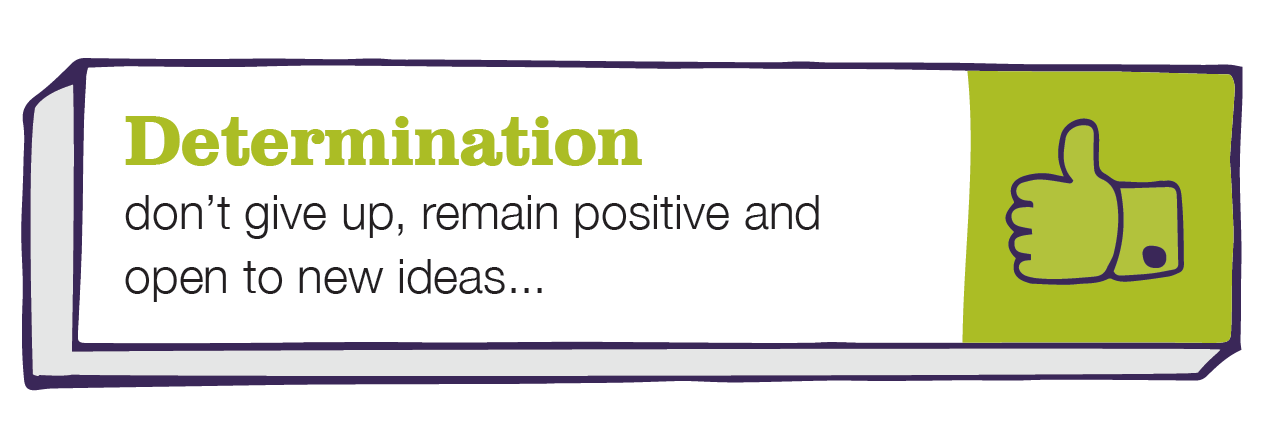
**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





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**How to apply**

We hope that you have enjoyed reading about the Archbishop Temple Trust and our school and that you will feel able to apply for this post.

Please complete the **downloadable** **application form.** Please do not send CVs or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please also write **a letter of no more than two sides of A4** to explain why you want to work within our Trust, why you are the best candidate for the post and what you would contribute to our schools, with examples from your recent work if possible.

Please let us have both the supporting letter and the application form by **9am** on **Thursday 19th June 2024** as we will not be able to consider applications received after that.

In accordance with the Data Protection Act, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful.

If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out an enhanced DBS and declaration of health check. References will also be required in line with Keeping Children Safe in Education 2019.







Bishop Bridgeman is a special place where “we work, we play, we care and we pray…”

At Bishop Bridgeman, we aim to inspire minds. The primary years are the most important in a child’s life and are certainly the most exciting. The sense of wonder and discovery children experience as they start their learning journey here is a privilege to observe and to be a part of.

The school is a friendly, happy place, buzzing with activity and positive energy. The atmosphere within school is very supportive and purposeful, which is what underpins our pupils’ successes and enables them to find their unique talents and strengths.

Our staff are committed to developing in each pupil a love of learning and developing the skills and values to support their all-round development. This allows them to make a positive contribution to the school community and become responsible members of society.

Providing our children with the very best education possible is our primary aim. Staff provide our children with exciting opportunities, enabling them to grow into confident young people. Giving them the life skills to succeed in whatever they choose to do makes me proud, of not only our children, but the staff who go over and beyond to make Bishop Bridgeman a special place.

The school works closely with a dedicated team of governors and executive leaders, as well as parents, who challenge and support the school to be the best it can be. Bishop Bridgeman is an Academy within the Archbishop Temple Trust. We work as part of a family of schools to raise standards and to enable children to achieve and surpass their potential. Together we ensure children are given the educational opportunity of a lifetime.

Mr Mike Lonsdale

Headteacher