



Northleigh CE Primary School

Part of the Mercian Educational Trust

Early Years Teacher and Leader

Full time and Permanent

Closing Date: Wednesday 15th April

Start Date: September 2026

Head of School: Mrs Michelle Everett

Executive Headteacher: Mr Stuart Bill

CEO: Mr Dafydd Lawday



Northleigh
CE Primary School



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Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the position of Early Years Lead at Northleigh CE Primary School, part of the Mercian Educational Trust. We are a growing and ambitious school with wonderful children and a supportive staff team who work together every day to provide inspiring and engaging learning opportunities.

We seek someone who is eager to contribute wherever they can make the greatest impact, and who is passionate about ensuring our pupils receive the very best education. The successful applicant will be committed, adaptable, and ready to help enhance the experiences of all our learners so they can achieve their full potential across the curriculum.

If you would like to find out more about our school, please visit our website at <https://www.northleighceprimary.org> or explore our active social media channels. We warmly welcome visits, and it would be a pleasure to meet you and show you around our wonderful school.

Yours faithfully,

Mr Stuart Bill



Are you a teacher who...

- *.. is passionate about education and providing children with a rich range of learning opportunities across all subjects within the curriculum?*
- *Do you consider yourself a flexible, creative and forward-thinking teacher?*
- *Can you demonstrate the ability to innovate, explore and lead new ideas as a whole school?*
- *Can you demonstrate that you can achieve very good progress in teaching and learning, whilst also maintaining a healthy work-life balance?*
- *Are you able to establish a happy, safe, and engaging classroom environment for children to thrive and colleagues to learn from?*
- *Are you excited about being a key part of our school; working tirelessly and collaboratively to build sustained success and reputation?*
- *Can you instigate confidence and pride in our school community?*
- *Do you inspire others to aspire to greater achievements?*
- *Are you committed to your professional development and actively support others to develop professionally?*

If you can answer yes to the above questions we would love to hear from you.





Teaching within the Mercian Educational Trust

Our teachers are:

Excited by the opportunity to shape a school and the trust

Understand the importance of working closely with families from diverse backgrounds

Familiar with a school culture lead by a strong ethos and distinct values

Our teachers have

A supportive and inclusive environment

Leaders committed to staff well-being

Access to development and CPD

Opportunities to work with colleagues across MET

Be **Brave** - Be **Strong** - Be **Fearless**



The Recruitment Process

Closing Date: Wednesday 15th April

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our School Office at NPSOffice@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is 4pm Wednesday 15th April. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Tuesday 21st April.

Please contact our School office on 01684 574889 or via email at NPSOffice@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check



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About Our School



Northleigh CE Primary School is a fully inclusive school who have high expectations and aspirations for all our pupils in order to enable them to flourish. Our school motto is: **Be Brave. Be Strong. Be Fearless. You are never alone.**

We aspire to this for our whole school community and through our curriculum we will enable our pupils to become intrinsically Brave, Strong and Fearless for life. We are looking for an individual who shares our vision for both themselves and the children in their care.

In their Northleigh journey pupils will engage in a wide range of experiences which will develop their curiosity; provide opportunities for challenge and risk and enable them to overcome adversity.

We will prepare our pupils for life and learning by embedding our Church values and sense of community spirit. Northleigh pupils will be independent thinkers with a strong understanding of self they will be able to demonstrate empathy, respect and tolerance for others.

Our Overarching aims:

- Purposefully enhance our curriculum to promote active learning, enabling all groups of pupils to make accelerated progress.
- Foster and enable our whole school community to become positive change makers.
- Develop a culture where our school qualities of bravery, strength and fearlessness (curiosity) are intrinsic.

Northleigh CE Primary School is part of the Mercian Educational Trust (MET), which is a Multi Academy Trust based mainly within Worcestershire. The majority of MET schools are in close proximity to Northleigh providing a strong support network and effective collaboration.



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About Our School



Key Information about our school

Type of school	Primary
Age Range	2-11 years
Location	Malvern
Trust	Mercian Educational Trust
Number of children	204
Number of classes	8
Average class size (primary)	26
Last Ofsted Inspection	March 2023 (Good)
% eligible for Pupil Premium Funding	15%
% of children with SEN	19%
% of children with EAL	9%



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Job Description

Job Title: Early Years Teacher and Lead

Salary Scale Point: MPS/UPS

Full time and Permanent

Employer: Mercian Educational Trust

Closing Date: 15th April

Interview Date: Tuesday 21st April

Starting Date: 1st September 2026

Job Purpose

To have responsibility for teaching an Early Years Class and to be responsible for the day to day work and management of classes and the safety and welfare of the pupils as appropriate. In addition, you will lead our Early Years Team and ensure that our Nursery and Reception classes work effectively together to provide the best possible start for our youngest pupils.

Supervisory details

The post holder is responsible to the Headteacher for his/her teaching duties and responsibilities and teaching tasks.

The post holder is responsible for the supervision of the work of our Early Years Team.

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



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Generic Responsibilities

- To promote the aims and objectives of the school and maintain its philosophy of education and to support the Headteacher in promoting the ethos of the school.
- To meet and conform to the appropriate standards set out in the Teachers Standards and the current School Teachers' Pay and Conditions document or such other revised document/s as identified by the Department for Education.
- To follow any current and applicable School Policies under the direction of the Headteacher.
- To respond to the needs of the school, with particular reference to the teaching of groups and classes within the school, as deemed necessary by the Headteacher

Specific Responsibilities- Class Teacher

- To meet the expectations of a class teacher as determined by the Teachers' Standards document and the School Teachers' Pay and Conditions Document and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.
- To create and manage a caring, supportive and purposeful classroom environment.
- To plan and prepare lessons in order to deliver the Early Years Foundation Stage Statutory Framework and the school's schemes of work, ensuring teaching is of the highest standard.
- To identify clear teaching objectives and learning outcomes with appropriate challenges and high expectations.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.



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Specific Responsibilities- Class Teacher

- To plan opportunities to develop the social, cultural and emotional aspects of pupils' learning.
- To mark attendance registers, ensuring absence and lateness are accounted for, communicating with the school office staff when they are not.
- To maintain a regular system of monitoring, assessment record keeping, and reporting of pupils' progress.
- To ensure appropriate records are available for the transfer of pupils.
- To communicate and consult with parents on all aspects of their children's education – academic, social, and emotional.
- To work co-operatively as part of a phase team, including planning work and supervising support staff and parent helpers.
- To actively take part in professional development, sharing expertise and experiences as required.
- To actively extend my own professional learning using collaborative study, attendance at INSET, and reading to keep abreast of new developments.
- To work alongside other members of staff to review and innovate the curriculum.
- To participate as required in meetings with colleagues, other professionals, and parents.
- To maintain a stimulating, organised, interactive, and informative learning environment that encourages each child to achieve their potential.
- Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures in such a way as to support the school's values and vision
- To follow guidance and support from members of the leadership team.
- To control and oversee the use and storage of books, stationery, and other teaching materials related to their teaching, ensuring that appropriate Health and Safety Regulations are observed.
- To actively and positively participate in performance management reviews.





Specific Responsibilities- Class Teacher (continued)

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils in line with the school's Behaviour Policy.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.
- To carry out any other duty which is deemed reasonable by the Headteacher

Specific Responsibilities – Early Years Leader

- Promote best practice in the Early Years Team
- Contribute to the School Development Plan
- Play an active part in the School Leadership Team
- Ensure that pupils are ready for transition into Year 1
- Develop the Early Years Learning environment to its fullest potential



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Person Specification

Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of teaching in different settings		
Experience of leading a team		
Excellent classroom practitioner and commitment to make learning engaging		
Experience of having been involved in a whole school initiative		
Experience of playing a role in implementing a School Improvement Plan		
Experience of teaching across the primary age ranges		
Education and qualifications		
Degree Level Qualification		
Qualified Teacher Status		
Evidence of continuing and recent professional development relevant to the post		



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Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to teach mixed ability groups.		
Supporting and promoting the policies, practices and ethos of the school and trust		
Knowledge and confidence in using IT for teaching and management purposes		
Good understanding and use of observation, assessment and planning including AfL, target setting and tracking		
Ability to employ appropriate teaching strategies to address a range of learning styles		
Ability to create an exciting, stimulating and interactive learning environment inside and outdoors		
Understanding of behaviour management techniques for groups and individuals and promoting positive behaviour		
Excellent organisational skills and ability to prioritise		
Excellent interpersonal skills		



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Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Have a passion for learning and for enabling pupils to develop as enthusiastic learners	🔴	
Commitment to safeguarding and promoting the welfare of children	🔴	
Experience of delivering support or training to colleagues in school	🔴	
Experience of working with children with SEND	🔴	
Ability to use comparative information about attainment	🔴	
Experience of leading a subject across school	🔴	
Experience of working in other key stages.		🔴
Experience of promoting highly effective communications within and between teams and other stakeholders in the school community		🔴
Experience of working with Read Write Inc.		🔴
Up to date ICT knowledge and skills.		🔴



Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Understanding of data analysis and the important impact this can have on achievement and attainment.		
Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards.		
Good understanding of the role of parents and the community in school improvement and how this can be practised and developed		
Personal Qualities		
Ability to make positive and professional relationships with all members of the school community including parents and governors		
Ability to meet deadlines and respond positively to high expectations		
A friendly and approachable style, while maintaining professional boundaries		
Excellent organisation skills but the ability to be adaptable and flexible		



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Person Specification Personal Qualities (continued)

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to be calm and resilient when under pressure		
Excellent time-keeping		
Ability to communicate effectively (orally and in writing) to a variety of audiences		
Ability to create a happy, challenging and effective learning environment		
Boundless enthusiasm, determination and drive to inspire others to achieve high standards		
An appetite and stamina for challenging work		
A solution focused mindset and determined 'no excuses' approach to raising standards		
A lively, creative and good-humoured approach to all aspects of teaching, management and leadership.		





Person Specification Safeguarding

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to perform a role that involves constant contact with children		
Ability to perform a role that requires engagement in regulated activity relevant to children.		

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



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Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jobs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



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