



# Keelham Primary School

Primary School

## EYFS Teacher



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Headteacher: Mr. R Hunter



# Keelham Primary School

Keelham Primary is a small semi-rural school on the Bradford / Calderdale border. We provide high quality education for 118 children between the ages of three and eleven who are taught in four mixed age classes.

The school has a caring supportive ethos combined with high standards for all. Our children are extremely well-behaved and thoroughly enjoy being at school; they are eager and ready to learn. We recognise that a child's education is a partnership between school and home and we work extremely closely with parents to ensure that all children are able reach their full potential.

*'Be kind, persevere and succeed are the school's values. They are central to everything that the school offers. When stepping into school, visitors are greeted in a polite, respectful manner by every pupil they meet. Pupils are proud of their school.'*

*Ofsted 2023*

## A welcome from our Chair of Governors



Dear Applicant,

Thank you for your interest in the post of EYFS Teacher at Keelham Primary School.

Keelham is quite unique within Bradford – it is one of the smallest schools within the Authority but also one of the most successful. It may appear small from the outside but there is a lot to see on the inside. This is a popular school, situated in a semi-rural location, with high expectations and standards.

We have a very active governing body and parents play an important role in fundraising through our Friends of Keelham Parents' Association. Keelham has a culture of strong family values and we aim to create opportunities for our children to develop holistically, not just academically. Staff and pupils care for and support each other, and we have excellent relationships with parents and the extended local community.

We also have strong links with other schools in our Local Area Partnership. We hope you will visit to meet the children and staff and that following your visit, you will feel encouraged to submit your application.

Yours faithfully,

Laura Taylor  
Chair of Governors

## Our school

Thank you for your interest in the post of EYFS Teacher.

Keelham Primary School strives to create an atmosphere where all children and adults feel safe, valued and included. As a school community, we work hard to "be Kind, Persevere and Succeed" daily.



We are a small school that provides education for children aged 3 to 11. We have a small year group intake of 15, and we are organised into 4 mixed-aged classes ranging from Nursery to Year 6.

We ensure that our school is at the very heart of the Keelham community. We are proud that we offer a family ethos where everyone knows each other well; encouraging a sense of belonging and the opportunity for all to succeed. We believe that all children have a voice to be heard and that their care and education must lie at the heart of everything we do.



All our talented staff strive to create a sense of self – esteem, self-confidence and self-worth in every pupil, as well as helping each pupil to realise their own potential. We have high expectations in everything that we do.

Through a relevant and balanced curriculum, which is carefully structured to build on sequential understanding and knowledge, our pupils are encouraged to develop lively and enquiring minds and the ability to apply themselves in a range of different ways. Through carefully planned learning journeys, our pupils confidently articulate their views and show respect for the world around them.

We hope that you come and visit the school and get a flavour of what our fantastic school has to offer. If you require any further information or have any questions regarding the vacancy, please do not hesitate to contact us.

Robert Hunter – Headteacher





# Keelham Primary School

## Job Advert

POST TITLE:	EYFS TEACHER
PAYSCALE:	MPS/UPS ECT WELCOME TO APPLY

**Keelham Primary School is looking to appoint an exceptional EYFS Teacher to join our team from September 2026.**

**We would encourage you to arrange a visit to Keelham, please contact the main school office by email ([office@keelham.bradford.sch.uk](mailto:office@keelham.bradford.sch.uk)) or by telephone 01274832491.**

**Closing date for applications: 13<sup>TH</sup> March at 12.00 pm**

**Shortlisting: Week beginning 16<sup>th</sup> March 2026**

**Interviews: Week beginning 23<sup>rd</sup> March 2026**

**Applications welcome through Prospects online – [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk)**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Keelham Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. Keelham Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## **PRIME OBJECTIVES OF THE POST:**

- To teach the curriculum of the school to promote the development of abilities and aptitudes of the children in any class or group assigned to you
- To mark children's work, assess, record and report on the development, progress and well-being of individual children and/or any class group of children assigned to you
- To promote the general progress and well-being of individual children and/or any class or groups of children assigned to you
- To provide guidance and advice to children on educational and social matters
- To maintain a physical and social environment that promotes learning
- To demonstrate high expectations of all children
- To work within the policies of the school
- To demonstrate commitment to the school's aims and the school's improvement plan
- To participate in arrangements made for the appraisal of performance
- To further your professional development and experience by participating in training activities
- To be responsible to the Headteacher through the school's leadership and management structure
- To participate in meetings arranged for any of the above purposes

## **ADDITIONAL RESPONSIBILITIES**

- To be involved in managing resources
- To be responsible for organising the work of non-teaching staff
- To be responsible for contact/liaison with parents/carers, community and external organisations
- To take subject/area leadership responsibility for one or more areas as directed by the Headteacher

## **SUBJECT AREAS**

To be confirmed on appointment

The subject leader is responsible, in consultation with the Headteacher, for the oversight and development of their subject, including:

- To devise, review, communicate and oversee schemes of work, cross curricular subject links/strands, assessment procedures, written guidelines and a written policy for the subject area
- To be aware of local, national policy, guidelines and practice and communicate with staff on new initiatives and training
- To contribute to the formulation of the school's Improvement Plan, including subject action plans
- To monitor and evaluate standards within the subject/area
- To collate an assessed and moderated portfolio of children's work
- To monitor the quality and quantity of resources and inform staff of available resources to support teaching and learning
- To support and advise colleagues
- To report to the Headteacher on the above duties, as required

Please note:

- a) Reviews will normally take place once a year, in consultation with you
- b) Should there be a disagreement with the contents of the job description, you have the right to appeal

## **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

## **EFFORT DEMANDS:**

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and wellbeing of the pupils; making decisions within established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

## **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

## **FLUENCY DUTY**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

## **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-Ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

## PERSONNEL SPECIFICATION:

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Qualified Teacher Status</li> <li>- Good honours degree</li> </ul>	<ul style="list-style-type: none"> <li>- Relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Values driven</li> <li>- Strong teaching ability backed up by good outcomes</li> <li>- Teaching that challenges and supports students</li> </ul>	<ul style="list-style-type: none"> <li>- Working in a school with a similar context</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Interview</li> <li>- References</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>- High expectations which motivate and challenge students</li> <li>- Excellent subject knowledge</li> <li>- Highly tailored planning Effective use of formative assessment</li> <li>- Behaviour management to support a disciplined and joyful culture</li> <li>- Commitment to safeguarding</li> </ul>		<ul style="list-style-type: none"> <li>- Application</li> <li>- Interview</li> <li>- References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>- Strong moral purpose and drive for improvement</li> <li>- Values-aligned</li> <li>- Motivated, enthusiastic and flexible</li> <li>- Excellent interpersonal skills</li> <li>- Good sense of humour</li> <li>- Desire to develop yourself</li> <li>- Ability to receive and act on feedback</li> <li>- Strong attention to detail</li> <li>- Ability to work under pressure</li> <li>- Commitment to the full life of the school</li> </ul>	<ul style="list-style-type: none"> <li>- Willing to offer extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Interview</li> <li>- References</li> </ul>



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