



Early Years Lead Recruitment Pack

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Introduction from the Acting Headteacher

Dear Candidate

Thank you for your interest in the position of Early Years Lead/teacher at St Matthew's CE Primary School & Nursery.

I am delighted that you have taken the opportunity to consider joining our hardworking and dedicated staff team.

St Matthew's is a popular and thriving voluntary controlled church school in the West Bowling area of Bradford where parents, staff and governors work closely together as a school family to make sure that all pupils have a positive experience and achieve their full potential.

Our ethos builds on the Church of England foundation of the school, promoting the belief that every individual has the right to be the best they can be and flourish in their lives.

The dedicated staff team at St Matthew's provide a wide range of lessons and activities in order to enhance learning. We work hard to make sure that all our pupils, regardless of gender, class, additional support need, religion or ethnic heritage have equal access to a broad, balanced and adapted curriculum and are provided with opportunities to develop their sense of self-worth, increase their self-esteem and grow in confidence.

Keeping our pupils safe is one of the most important aspects of our work and we take safeguarding very seriously.

Please take the opportunity to enjoy exploring our website to find out more about our school community <https://www.stmatthewsprimary.org.uk/>

Visits to the school are strongly recommended and we invite all prospective candidates to make an appointment to visit our school. Please contact Cara Dyer, Business Manager cara.dyer@stmatthewsce.bradford.sch.uk to arrange a visit.

Please do not hesitate to get in touch if you have any questions about our school.

Shabnam Iqbal

Acting Headteacher

Our School

St Matthew's is a two-form entry primary school with a 52 place nursery based at the top of the M606. We serve the diverse community of West Bowling, which sits just outside the centre of Bradford.

We currently have 425 pupils on role and our pupils come from a wide variety of backgrounds with 26.95% of our pupils being eligible for Free School Meals.

St Matthew's is at the heart of the local community and partnership is our watchword.

Our school is well resourced with dedicated support staff who support with children's learning. We are lucky to have our own team who support our most vulnerable children and those with additional needs.

To find out more about our school, please visit our school website, Facebook page and Twitter.

Job Advertisement

Early Years Lead

Pay: MPS/UPS Plus TLR 2

Job Summary

We are seeking to appoint an exceptional Early Years Lead to work in either reception or nursery as a class teacher but to also lead in early years.

Would you like to share your gifts and talents in a forward-thinking school that strives for excellence in all areas?

Are you committed to teaching our youngest pupils and want to work in a wonderfully caring and driven school?

Vacancy Information

St Matthew's Primary School is a thriving and inclusive school. We continuously look to significantly invest in our teachers/leaders, to make a real impact on the lives of our children.

We are seeking to appoint an experienced and committed Early Years Leader. The candidate will possess passion and commitment to ensure all are given the best start in life.

This is a fantastic opportunity for an ambitious, enthusiastic and reflective leader/teacher who has a strong commitment to improving and excelling at teaching.

We are looking for a leader who has:

- Proven, consistently good / outstanding classroom practice in Early Years
- Proven track record in raising and sustaining high standards
- Passion and determination to help all children achieve or exceed their potential
- High expectations of presentation, progress, attainment and behaviour
- Excellent interpersonal skills, a strong record of leading, and a real commitment to working as part of a team
- Excellent organisation and communication skills
- Innovative, takes the initiative and liaises well with all colleagues and parents alike
- Respond well under pressure and can influence the positivity of others

We can offer:

- A commitment to your on-going professional development
- Children keen to learn with supportive families
- A hard-working and professional school environment
- A team of caring, hardworking and dedicated staff with a sense of humour who are committed to making the school the best it can be

JOB DESCRIPTION

POST TITLE:	EARLY YEARS LEAD
PAYSCALE:	MPS/UPS PLUS TLR 2

Please note:

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.
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. Bradford Council 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. The Council and this 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:

As a Primary school teacher you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising attainment across the whole school and across all subjects that you are required to teach. You will be acutely aware of the strategies required to achieve the highest standards across the curriculum.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

As a Classroom teacher you will, at all times, be mindful of, and adhere to, the Professional Standards for Teachers and the Career Stage expectations negotiated and adopted by the school at any time.

In addition, for Teachers paid on the Upper Pay Range (UPR), your achievements and contribution to an educational setting should be substantial and sustained.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

SUBJECT SPECIFIC KNOWLEDGE AND SKILLS:

- Teachers should have and develop a core subject and a foundation subject expertise, or extended knowledge of special needs
- All teachers need to be sufficiently literate, numerate and skilled in IT to be able to teach able children in the core subjects and to be able to carry out all planning, preparation and assessment duties associated with their role.

EFFORT DEMANDS:

- 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.
- 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.

RESPONSIBILITIES:**Teaching**

- To teach pupils according to their individual educational needs, including the appropriate setting and marking of work to be carried out by the pupils.
- Identifying effective intervention and mentoring strategies for pupils.
- To mark and assess pupils' work in a way which enables you to give written/verbal and diagnostic feedback and maintain records of pupils' progress and development.
- To use a variety of delivery methods, which will stimulate learning appropriate to pupil needs and demands of the curriculum, for example, podcasts, interactive whiteboards etc.
- Prepare pupils for internal and external assessments and SATs.
- To undertake pastoral duties, and support pupils on an individual basis through academic or personal difficulties.

Health, Safety and discipline

- To ensure a safe, secure and healthy environment for pupils
- To manage pupil behaviour in the classroom and on school premises, and apply

appropriate and effective measures in cases of misbehaviour

To actively encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.

WHOLE SCHOOL ORGANISATION AND STRATEGY:

- To participate in and organise extracurricular activities, such as outings, social activities and sporting events; including participation in occasional overnight visits.
- To contribute to the development, implementation and evaluation of school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Subject to the guidance relating to Cover, supervise and teach any pupils where the person timetabled to take the class is not available to do so.

MANAGEMENT OF STAFF AND RESOURCES:

- To prepare and regularly update subject materials including researching new topic areas and writing new curriculum materials.
- To supervise and support the work of classroom support, teaching assistants, trainee teachers and newly qualified teachers (NQTs).
- To efficiently deploy such resources as are allocated/delegated to you.
- Contribute to the recruitment, selection appointment and professional development of other teachers and support staff.

PROFESSIONAL DEVELOPMENT:

- To under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Where appropriate, to participate in arrangements for the appraisal and review of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff.

COMMUNICATION:

- To communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events.

WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS:

- To liaise with other professionals, such as learning mentors, careers advisers, educational psychologists, education welfare officers etc.

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 Advanced

Threshold Level Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

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.

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Successful experience of leadership · • To have a minimum 4 years teaching experience, some of this in the Early Years. · • To have a record of continual and significant professional development
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Honours degree or equivalent in relevant subject (E) • Qualified Teacher Status (E) • Evidence of progression through CPD (D)
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> • Working knowledge of the EYFS statutory framework and handbook (E) • Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve (E) • Ability to build effective working relationships with staff and other stakeholders (E) • Ability to adapt teaching to meet pupils' needs (E) • Ability to build effective working relationships with pupils (E) • Knowledge of guidance and requirements around safeguarding children (E) • Good IT skills (E) • Effective communication and interpersonal skills (E) • Ability to communicate a vision and inspire others (E)
PERSONAL QUALITIES	<ul style="list-style-type: none"> • To have drive, vision and enthusiasm for the early years setting (E) • Commitment to getting the best outcomes for all pupils (E) • Uphold and promote the ethos and values of the school (E) • Ability to prioritise effectively (E) • To be well organised and be able to work under pressure whilst maintaining a positive approach to your work and relationships with others (E) • Maintain confidentiality at all times (E) • Commitment to safeguarding, equality, diversity and inclusion (E)

JOB DESCRIPTION
Post Title: EYFS Lead
Responsible to: The Headteacher
Main purpose of role: <ul style="list-style-type: none"> • To work collaboratively and flexibly with the Head Teacher to create an outstanding school with outstanding pupil outcomes • To ensure that the EYFS is effectively led and managed and compliant • To represent the EYFS on the Senior Leadership Team, when appropriate • To carry out professional duties and to teach across the school as needed • To promote the aims, objectives and ethos of the school and maintain its philosophy of education and reputation locally and nationally
Responsibilities and Duties EYFS Lead
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 Head Teacher • 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 EYFS and Key Stage 1 colleagues to ensure high quality transitions between phases Teaching and Learning <ul style="list-style-type: none"> • Demonstrate consistently outstanding teaching skills, managing pupils and maintaining high standards of behaviour across the EYFS, acting as a role model for all staff • Ensure and monitor high quality teaching and learning in the EYFS and achieve outstanding pupil outcomes at each phase • Lead the EYFS team in the development and delivery of a creative and stimulating EYFS curriculum • Lead the EYFS team in the development and maintenance of a stimulating teaching environment that ensures optimum use of time, space, facilities and resources • Ensure the EYFS team fulfil the requirements of the EYFS including arrangements for internal and statutory assessment and moderation • Ensure that careful observation of pupils in EYFS results in accurate assessment, and ongoing assessment is part of regular discussions in order to plan the next steps of learning and this is shared regularly with parents

- Challenge any unsatisfactory or unprofessional practice immediately and with the Head Teacher put in a development plan for the non-compliant member of staff

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 Teacher
- 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, pupil progress, 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

HOW TO APPLY

Please complete the online application form outlining how you meet the criteria on the job description & personal specification.

Completed applications to be returned to Cara Dyer our Business Manager at cara.dyer@stmatthewsce.bradford.sch.uk. Please note: CVs are not accepted for this post.

If you would like to visit our school please contact Cara Dyer, our Business Manager on 01274 731693 to arrange an appointment. We will be delighted to show you around our school and answer any questions that you may have.

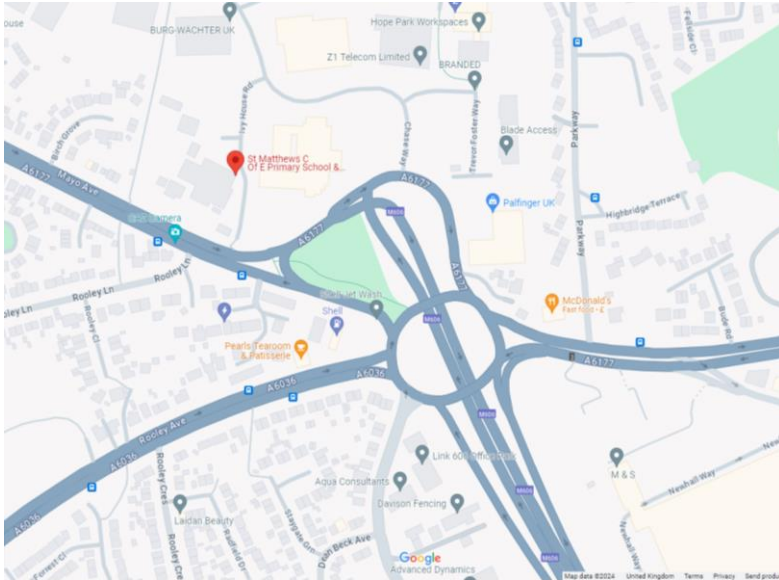
Visits to the school are strongly encouraged and individual times can be arranged by contacting Cara Dyer, Business Manager on 01274 731693.

Closing Date: 1pm Thursday 14 March, 2024. Shortlisted candidates will be notified by email.

Interviews will be held in person week commencing 18 March 2024.

St Matthew's CE Primary School is committed to safeguarding and promoting the welfare of our pupils and we expect all prospective candidates to share this commitment. All candidates are subject to an Enhanced DBS Check and recruitment checks satisfactory to the school.

HOW TO FIND US



Driving instructions

Please note there is no access, by car, to the school from Mayo Avenue. If you are visiting the school by car, please approach the school using Chase Way and Ivy House Road

St Matthew's C of E Primary School & Nursery

Ivy House Road

Bradford

BD5 8FG

email: office@stmatthewsce.bradford.sch.uk

Telephone: 01274 731693

