

Recruitment Pack



EYFS Lead

April 2024



Welcome from Our Children 1st MAT

Dear Applicant

Thank you for applying for a position to work at our Trust, which comprises of a single primary school that caters for over 600 children from 2 to 11 years of age.

At Our Children 1st we quite simply put children at the heart of everything we do. We work hard to give every child the very best start we can. We offer outstanding teaching and learning, exceptional care and support. We believe in fairness and equality of opportunity. We believe that every child has the right to an excellent education, irrespective of their background or the challenges they face.

All our staff, regardless of their role, work together to ensure we provide the best possible education and experiences for our children. We create a caring, supportive school where we strive to meet the individual needs of all our children and equip them for a successful future. We work hard to create a working environment that is supportive, fun and supports a work life balance.

Therefore, if you are successful, you will be joining a dedicated team who work hard to ensure our school is a welcoming, positive and exciting environment to belong to.

Enclosed in this pack you will find;

- Job advert
- Job description and person specification
- Safeguarding information
- How to apply

The job application form is a separate document for you to complete and return to us.

Thank you again for your interest in our post, and good luck with your application.

Kind regards,

Heather Adams

Head Teacher

Job Advert

Post	EYFS Lead and Classroom Teacher
Grade	MPS, UPPS +TLR2.2
Hours	Full Time
Start Date	September 2024
Contract Type	Permanent

Closing date for applications **Wed. 1st May 2024 at 12 noon**
Interviews will take place on **Tues. 7th May 2024**

Are you an outstanding Early Years Practitioner with proven leadership qualities who would like to join our supportive and welcoming school?

Pallister Park Primary School is seeking to appoint an exceptional Early Years Foundation Stage Lead to join our dedicated team from September 2024.

As EYFS Lead, you will provide outstanding leadership and support in our large Nursery and Reception provision, comprising of 52 and 78 place nursery classes and 3 Reception classes. The ideal candidate will be an enthusiastic and highly motivated team player with a passion for early years education. We are looking for someone who is an inspirational, creative and innovative practitioner who is committed to raising standards and passionate about making a difference, improving the life chances of the children in their care.

We are looking for an EYFS Lead who:

- Will be part of the Senior Management Team participating in the strategic leadership and management of the school
- Will lead EYFS and be responsible for the quality of teaching and learning across the phase
- Demonstrates a clear understanding of what makes outstanding teaching and learning
- Is an inspirational and collaborative leader able to motivate and empower the staff and children

- Cares passionately about children and their development whilst driving forward pupil progress and achievement
- Shows a commitment to ensuring the equality of opportunity for all learners and a genuine desire to work cooperatively with parents/carers, staff and other professionals
- Is a self-motivated and creative practitioner

We can offer you;

- An experienced, supportive and dedicated team of staff
- Leadership team who will strive to make improvements that make a positive impact on school and focus on working smarter not harder
- Professional development opportunities
- Dynamic and flexible staff who are willing to adapt and improve in order to provide the best for our children
- Amazing students, who make the job rewarding and remind us why we wanted to work in this context
- Flexible working options, such as 9 day fortnight

Being part of our school means that you will join a warm, inclusive community that celebrates diversity and nurtures a passion for learning in everyone. Our motto is quite simply 'Work Hard, Play Hard'. We ensure that our children enjoy learning, can develop their resilience and confidence to achieve their full potential. We are very proud of our school and delighted to serve our community.

Additional information about our school can be found on Facebook and our website, www.pallisterparkprimary.co.uk

School visits are welcomed, please phone 01642 242174 to arrange.

Class Teacher Job Description

POSITION:	EYFS Lead and Classroom Teacher
REPORTS TO:	Leadership Team
RESPONSIBLE FOR:	EYFS
GRADE:	School Teachers Pay & Conditions

Key Purpose of the Job

To take responsibility for the education and welfare of a class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

Main Activities

In addition to: Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#) and Meeting the expectations set out in the [Teachers' Standards](#)

The EYFS leader, under the direction of the headteacher, will take lead responsibility of the EYFS to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all
- Effective deployment of staff across all EYFS classes within Nursery and Reception

Principal Accountabilities

Strategic direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) and Vulnerable Pupil Support team to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed within the EYFS

- Liaise with the Local Authority and other schools on EYFS-related projects and activities
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for EYFS
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:
 - Is diverse and inclusive
 - Meets the needs of all pupils and the requirements of the EYFS framework
 - Is well sequenced to promote pupil progress towards the early learning goals (ELGs)
 - Is effectively and consistently implemented across the EYFS
- Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

Leading and managing staff

- Hold regular team meetings on the EYFS to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils

- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources to support parents of EYFS children and encourage secure knowledge development of key concepts at home where appropriate

Other areas of responsibility

- Create a supportive 'team around the child' that encourages individuality, enjoyment of learning and confidence to try new activities and understands that every child is individual and requires learning to meet their needs, and fosters this ethos in all members of the team

Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.



Date of issue:

Signature of Post holder

Signature of Headteacher

EYFS Lead Person Specification

Category	Essential	Desirable	How Identified
Education & Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • GCSE English and Maths at Grade C or above (or equivalent) • Excellent written/communication skills 	NPQEYL	Application Form
Experience	<ul style="list-style-type: none"> • Evidence of teaching and learning that is graded at least good • Successful experience of EYFS Leadership • Using ICT in the preparation and delivery of learning activities. 	<ul style="list-style-type: none"> • Evidence of teaching and learning that is graded outstanding • Sound understanding of EYFS Assessment 	Application Form Letter of Application Interview process Reference
Knowledge	<ul style="list-style-type: none"> • Expert knowledge of the EYFS statutory framework and handbook • Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can support delivering the EYFS • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Understanding of strategies for raising pupil progress 	<ul style="list-style-type: none"> • Experience of presenting to Governors/Trustees and external stakeholders 	Interview Reference
Skills	<ul style="list-style-type: none"> • Good oral and written communication skills. • The ability to prioritise, plan and organise in order to meet deadlines. • Confident in the use of IT for teaching and administration. 	<ul style="list-style-type: none"> • The ability to analyse, understand and interpret relevant information and data. 	Interview Reference

	<ul style="list-style-type: none"> • The ability to solve problems and make decisions. • The ability to take responsibility for own professional development. • The ability to inspire confidence in pupils, parents and staff. 		
Attributes	<ul style="list-style-type: none"> • Energy, vigour and perseverance. • Self confidence and initiative. • Enthusiasm and commitment. • Willingness to contribute to wider school activities • Reliability, resilience and integrity. • Personal impact and presence. • A good team player 		Interview Reference

How to Apply

Our Children 1st Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Return your completed application to recruitment@oc1st.co.uk

If you are unable to submit an electronic application form, printed copies should be posted or hand delivered to Pallister Park Primary School, for the attention of Mrs Russell.

Please make sure we receive your application by **noon** on:

Wed. 1st May 2024

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring an original form of identification, such as Drivers licence, Passport, photocopies will not be accepted.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

The format of the interview day will be outlined in the invitation for interview and usually involves a formal interview, activity with group of children and a written task, although this may vary depending on the requirements of the post at the time.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)

- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

[General Data Protection Regulation](#)

Refer to our privacy policy on how we will process your personal data including how you can request information that we hold.

Safeguarding

Our Children 1st are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children may be especially vulnerable to abuse e.g., those with Special Educational Needs, those living in adverse circumstances. The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

[Working Together to Safeguard Children DfE 2018](#)

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

[Safeguarding Children & Young People](#)

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children.

Criminal record declaration form for jobs exempt from the Rehabilitation of Offenders Act (ROA) 1974

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

Before completing this form, it is important that you review the Ministry of Justice Guidance on the rehabilitation of offenders, which can be found here - <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence.

All cases will be examined on an individual basis and will be explored further during the interview process. It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal by the Trust.

Criminal record declaration form (exempt positions)

If you are unsure about how to answer the questions on this form, please **contact Nacro's Criminal Record Support Service on 0300 123 1999 or helpline@nacro.org.uk**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

Surname:

First name:

Do you have any unspent convictions or conditional cautions?

Yes

No

Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes

No

Do you have any unspent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes

No

If you have answered yes to either question, you now have two options for disclosing your criminal record.

Option 1: You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.

I have attached details of my conviction separately_____ (please mark with an X if appropriate.)

Option 2: Please provide details in the space below.



DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Our Children 1st Academy Trust.

Print Name:

Date:

Please return this form to: Mrs Nicola Russell

USER NAME REQUEST FORM

Online Background Checks

In accordance with Keeping Children Safe in Education 2023 guidance, we will conduct online background checks on all shortlisted candidates.

Please provide usernames or links to all your social media and professional profiles, such as:

Facebook

Twitter

LinkedIn

Personal Website or Blog

This information will allow us to complete necessary suitability safeguarding checks. Your details will be handled sensitively and deleted after the recruitment process ends, in compliance with GDPR (General Data Protection Regulations).

If you have any concerns about providing profile information, please contact us to discuss alternatives. We aim to carry out thorough candidate assessments while respecting privacy. Our top priority is keeping children safe.

WEBSITE	USERNAME
<i>Example: Facebook.com</i>	<i>Your username can be found by clicking the 3 dots next to edit profile and scrolling down to username link</i>
<i>Example: Instagram</i>	<i>John_smith1981</i>