

EYFS LEADER

ST. MARY'S CE PRIMARY SCHOOL



SCHOOL TOURS: <i>Please contact the school to book.</i>	Wednesday 25 th September at 2pm Thursday 26 th September at 4pm Friday 27 th September at 9:30am
CLOSING DATE:	Midnight 6 th October 2024
HOW TO APPLY:	Applications to be made through Tribepad.
SHORTLISTING:	7 th October 2024
INTERVIEWS:	14 th October 2024
SCHOOL CONTACT DETAILS:	info@st-mary-ki.dudley.sch.uk

Instilling a life-long love for learning in an inclusive, supportive Christian community.



Dear Prospective Candidate,

Thank you for considering the Early Years Leader position at St Mary's CE Primary School. We are delighted that you are thinking about joining our dedicated and hardworking team, where the focus is always on our wonderful children.

At St Mary's, we truly believe that children need a strong foundation and a good start in their early years, and we are committed to providing an environment where they can thrive. Our school is not just about academic achievement; we take pride in nurturing each child's emotional and spiritual growth, supported by our strong Christian ethos. It's this foundation that allows our children to explore, learn, and play in a supportive atmosphere, helping them to become confident and caring individuals.

We are looking for someone with vision to drive our early years forward and ensure children are well prepared for Key stage 1. Your experience and passion for early childhood education will be invaluable in shaping the learning and development of our youngest learners. In joining our team, you will have the opportunity to make a significant impact on the lives of our children and the wider school community. This role offers the potential for personal growth and the chance to collaborate with colleagues who share your commitment to excellence in education.

If you are excited about the prospect of making a significant contribution to our school community and are committed to fostering a nurturing learning environment for our pupils, we would love to hear from you! Visits to the school are encouraged and can be arranged by contacting us at info@st-mary-ki.dudley.sch.uk. School tours will be held on Wednesday 25th September at 2pm, Thursday 26th September at 4pm and Friday 27th September at 9:30am and the closing date for applications is midnight on Sunday 6th October 2024.

We hope to welcome you to our St Mary's family soon!

Best wishes,
Amy Wainwright



Headteacher
St Mary's CE Primary School



Dear Applicant,

On behalf of Elements Diocesan Learning Trust, and St Mary's Local School Board, we would like to thank you for your interest in the vacancy for an Early Years Leader at St Mary's Church of England Primary School. We sincerely hope that this welcome, together with any additional supporting documentation and opportunities to visit the school, will inspire and encourage you to want to work with us.

We are a friendly, caring church school with a positive and inclusive ethos. As a Church of England school, we seek to ensure our Christian vision and values drive what we do, enabling adults and children to 'Learn to live life in all its fullness', We are very proud of all our children who are confident, friendly, enthusiastic learners, who understand and commit to the Christian values of the school. We enjoy a close relationship with our foundation church, the Parish Church of St Mary's, Kingswinford and we have an active Parent Teacher association who support the school well.

St Mary's CofE Primary School is part of a family of four schools that make up Elements Diocesan Learning Trust. We look forward to appointing a colleague who shares our trust collaborative vision, as set out below:

Elements Diocesan Learning Trust is committed in being 'Deeply Christian: serving the common good', inspired by the particular scripture in John 10:10 where Jesus declares that *'I have come that they may have life, and have it to the full'*. These words, combined with the vision's four main guiding *elements* - educating for Wisdom, Knowledge & Skills; Hope & Aspiration; Community & Living Well Together; and Dignity & Respect, form the core vision for Elements Diocesan Learning Trust. Each person in these school communities, children and adults alike, are also *elements* in bringing to fruition an education that enables their own flourishing and that of others.

St Mary's C of E Primary is fortunate in possessing a good team of teachers and support staff. In our view, this is an exceptional opportunity for the right person to help to lead our school on the next step of its improvement journey as well as developing themselves as a school leader.

Thank you for your interest.

Best wishes,

Sarah Riley

CEO - Elements Diocesan Learning Trust

Liz Green

Chair of Local School Board

VISION AND VALUES

OUR VISION:

At St Mary's we aim to nurture the whole child, with the opportunity to develop their full potential through an inspiring and creative curriculum, instilling a life-long love for learning in an inclusive, supportive Christian community. Providing them with the strength to enable them to flourish.

Isaiah 40:31

But those who trust in the Lord for help, will find their strength renewed.

They will rise on wings like eagles;

They will run and not grow weary;

They will walk and not grow weak.

OUR VALUES:

At St Mary's CE Primary School, these values are at the heart of everything we do at school. We actively teach these values to children through our curriculum, collective worship and our day to day interactions with children. We always encourage children to reflect these values in their own behaviour in school and in the wider community.

LOVE is the most important core value in our school. We strive to bring our community together through love, kindness and friendship. We seek to appreciate everyone for who they are and welcome them to our school family. We encourage the whole school community to consider others before themselves and to practice friendship, compassion, forgiveness and tolerance.

HOPE is rooted in God's love for us. At St Mary's, we have high hopes and aspirations for all our pupils, our school and our community

TRUST is central to our school community. We trust in God, one another and ourselves. We value those around us who we know we can rely on, who can support and be there for us. When we work together, we grow stronger and are enriched.

RESPECT, one of our core Christian values, includes self-respect, respect for each other, the wider community and the world. Respect embraces individual differences and similarities within **school and** community. We celebrate these differences and rejoice in similarities. As a school, we ensure children have equal opportunities to be successful and appreciate everyone's talents.

PERSEVERANCE, at St Marys we work hard and aim to be the best we can. We know that sometimes things can be difficult, but we keep going and with God's help we don't give up.

FRIENDSHIP, friends are incredibly important as children grow up. Friendships allow children to grow and develop social and emotional skills. This ensures that the unique individuality of each person is recognised echoing the value placed by God on the preciousness of each person.

Everyone in the school community has a part to play in achieving strong, meaningful relationships and excellent behaviour. We all have a shared responsibility to provide the very best learning environment for our children and so we have a set of principles that apply to everyone.

Instilling a life-long love for learning in an inclusive, supportive Christian community.



JOB ADVERT:

EYFS LEADER AT ST MARY'S CE PRIMARY SCHOOL

Post Title: EYFS Leader

Education Stage: QTS

Contract Type: Permanent

Working Pattern: Full Time

Pay Scale: M3 - UPS + TLR 2a

Closing Date: 6th October

What Skills and Experience We Are Looking For

We are seeking a motivated and passionate individual to join our team as an EYFS Leader at St Mary's Primary School. The ideal candidate will possess:

- Comprehensive knowledge of the Early Years curriculum.
- A strong motivation and passion for early childhood education.
- Previous experience in a leadership role, or a keen interest in developing leadership skills.
- Flexibility and an open-minded approach to teaching and learning.
- A good understanding of Special Educational Needs and Disabilities (SEND)
- Experience of delivery a successful early reading curriculum including the teaching of Phonics
- An appreciation of the importance of parental involvement in a child's education.
- A collaborative spirit, demonstrating strong team player qualities.

What the School Offers Its Staff

At St Mary's, we pride ourselves on fostering a supportive and enriching environment for our staff. Here's what we offer:

- The opportunity to be part of a dedicated leadership team committed to excellence in education.
- A community of fantastic children who are eager to learn and grow.
- A dedicated staff team who are passionate about making a difference.
- An expansive early years environment that inspires creativity and exploration.
- A nurturing Christian ethos that underpins our values and practices.

Instilling a life-long love for learning in an inclusive, supportive Christian community.



JOB DESCRIPTION

EYFS LEADER

St Mary's CE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: M3-UPS +TLR2a

Hours: 32

Contract type: Full Time Permanent

Reporting to: Headteacher

Main purpose

In addition to:

- › Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- › 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 and model:

- › High-quality teaching
- › Effective use of resources
- › Improved standards of learning and achievement for all
- › Designing and implementing a creative curriculum that prepares children for the next steps in their educational journey.
- › Effective systems around the teaching of early reading throughout and beyond the early years.

Duties and responsibilities

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) 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 at the EYFS

- › Liaise with the local authority (LA) and multi-academy trust 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
- › To stay up to date on current research around the early Years foundation Stage and child development.

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

- › Provide support with textbooks and library books in the EYFS
- › 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 for remote learning to ensure the EYFS can be delivered at home

Other areas of responsibility

- › To be part of the Senior Leadership Team, contributing innovative ways to drive the school forward
- › To help manage the school's culture around behaviour and attitudes
- › To take part in whole school monitoring activities

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the EYFS leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

ONLINE CHECKS

In line with KCSIE (Keeping children Safe in Education) 2024 we will complete online searches (including publicly available social media profiles) as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks, they will be discussed with you at interview. If any safeguarding concerns are identified, we reserve the right to withdraw your application.

Please note that CVs are not accepted.

Elements Diocesan Learning Trust, and St Mary's CE Primary School, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to undertake an enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. More information can be found here:

Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)

Our full range of safeguarding and child protection policies can be found on our school website.



PERSON SPECIFICATION

EYFS LEADER

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Degree • Qualified teacher status
Experience	<ul style="list-style-type: none"> • Early Years experience essential (leadership within Early Years desirable) • Teaching experience
Skills and 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 • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others
Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for all pupils • Uphold and promote the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact the school to discuss this further with the Headteacher.