



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



EYFS Leader

Recruitment Pack

St Mary's CE Primary School, Tetbury





Dear Applicant,

Thank you for your interest in the position of Reception teacher and EYFS Lead at St. Mary's CE Primary School, Tetbury, Gloucestershire.

We are delighted you are interested in this vacancy at our school and would be very pleased to show you around. Please contact the school office on 01666 502275 to arrange a visit during the week beginning 27th March.

St. Mary's is a two-form entry Church of England Primary School and is the only school serving the town of Tetbury. Situated in the heart of the town, we enjoy the full support of our community and families. The successful candidate will oversee the two Reception classes, working within a team of EYFS staff. We are a happy and thriving school and our pupils are eager to learn and full of fun and energy and our staff make up a friendly, supportive and welcoming team.

The closing date for completed applications is **Monday 17th April 2023**. Interviews are scheduled to take place on Monday 24th April 2023.

To submit your application please email the completed form to admin@st-marys-tetbury.gloucs.sch.uk before the closing date.

Yours faithfully,

Jo Woolley
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

Early Years Leader

St. Mary's CofE Primary School in Tetbury are seeking an experienced EYFS teacher to inspire a class of Reception pupils and lead the EYFS. The successful applicant will have a passion for early years and be an excellent team player ready to rise to the challenge of leadership. As a member of the SLT, you will lead with enthusiasm and compassion putting the well-being of pupils and excellent pedagogy at the core of all you do. As a new member of The Diocese of Gloucester Academy Trust (conversion in June 2023) we can offer you the opportunity to work within a thriving, forward-thinking trust alongside experienced school leaders and staff.

The post is offered as a salary of £40,625 – 43,685.

This is a full time post.

Further details and an application form can be downloaded from the vacancy area of our website: www.stmarystetbury.com/vacancies

If you would like an informal conversation about the role please contact Jo Woolley, Headteacher on admin@st-marys-tetbury.gloucs.sch.uk or 01666 502275

Closing date for applications is midday on **17th April 2023**.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

Job Description

Job Title: EYFS teacher and EYFS lead

Responsible to: Headteacher

Line Management: Deputy Headteacher

Contract Type: Full time permanent.

Overall Purpose of this post

- To carry out the professional duties of a class teacher as set out in the STPCD
- Meet the expectations as set out in the teachers' standards.
- To lead and develop teaching, learning and assessment in EYFS

Duties and Responsibilities

- Lead, manage and develop the curriculum delivered to all EYFS pupils.
- Lead and develop the practice of staff working in the EYFS
- Work with the KSI team to ensure continuity and progression in the curriculum and a smooth transition into Year 1.
- To keep abreast of all national and local developments relating to the EYFS
- Work with external agencies, advisors and school improvement partners
- To collaborate and share good practice and expertise within the SCSP and DGAT
- Use data effectively to assist improvement planning
- Monitor the quality of teaching and learning in the Foundation Stage
- Record and evaluate pupils' starting points on entry to the school
- Meet the statutory requirements for EYFS including administering and reporting on Reception Baseline and EYFSP
- Provide parents and carers with all the necessary and statutory information on EYFS
- Organise all transition events for pre-school pupils, including home visits and new Reception parents' meetings.
- Liaise with pre-school staff to ensure smooth transition into the school.
- Assist in the development of school policies and improvement plans relating to the EYFS.
- Maintain, develop and monitor the use of resources, advising the Headteacher on resourcing needs.
- To report to Governors and other external professionals on the standards and progress made by pupils Reception.



Undertake other duties which may reasonably be assigned by the Headteacher or Deputy to ensure the smooth running of the school.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.



Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
Qualifications		
• Degree and QTS	X	
• Specialism in EYFS or have taught in EYFS for over 3 years	X	
• Evidence of continued professional development	X	
Experience		
• Minimum 3 years teaching experience in EYFS in a school setting	X	
• Experience of successfully leading others.		X
Personal Qualities		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Confident in dealing with a variety of stakeholders	X	
Professional and honest	X	



Additional Requirements

A DBS will be required prior to appointment	X
Good health and attendance record	X
Excellent and unequivocal references	X

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are current fourteen primary and one infant school within the Trust. Fourteen of the fifteen academies have religious designation as Church of England schools.

The Trust is currently working with a number of schools who are exploring academy conversion. It is therefore anticipated that the Trust will grow in number during 2018 / 2019.

The vision and ethos of the Trust

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as well as being outward facing and engaging with the wider local and national educational agenda.



The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR