St Richard’s RC Primary School Job Description

Early Years Foundation Stage Leader

(MPS or UPS +TLR 2a)

PERSON SPECIFICATION

(Candidates who cannot demonstrate that they meet all the essential criteria will not be short-listed.

Please refer to the ‘method of assessment’ column below)

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| Criteria Area: | Essential Criteria | Desirable Criteria: | Method of Assessment: |
| Qualifications and training | Degree and Qualified Teacher Status | Specialism in EYFS | Application form and document/certificate check at interview |
| Evidence of continuous INSET and commitment to further professional development | Certificate of Catholic Religious Studies or commitment to complete | Application form |
| Experience | At least three years’ class teaching experience in the EYFS in a primary school | Additional experience in Years 1 or 2 | Application form and references |
| Experience of successfully leading others |  | Application form and references |
| Experience of working with a wide range of children’s workforce professionals | Experience of working with speakers of English as an Additional Language | Application form |
|  | Experience of working directly with parents/carers |  | Application form and Interview |
| Knowledge and understanding | To know and understand how young children learn best, including through play |  | Application form and Interview |
|  | To know and understand the role of parents/carers in improving attainment |  | Interview |
|  | To know and understand how to keep pupils safe, including all relevant safeguarding and child protection procedures |  | Application form and Interview |
|  | To know and understand the Statutory Framework for the Early Years Foundation Stage |  | Application form and Interview |
| Aptitudes and abilities | Ability to articulate and positively support the Catholic ethos of the school |  | Application form and Interview |
|  | Ability to articulate a vision for outstanding practice in an EYFS setting |  | Application form and Interview |
|  | Ability to create and maintain a safe, happy, stimulating and well-organised classroom and phase |  | Observation of teaching |
|  | Ability to interpret and analyse EYFS progress and attainment data to identify learning needs and set targets |  | Interview |
|  | Ability to identify and articulate high quality EYFS practice and to model this for others |  | Observation of teaching and Interview |
|  | Ability to undertake high quality observations of young children’s learning and development |  | Observation of teaching and Interview |
|  | Ability to plan and deliver lessons to meet the needs of all learners across all areas of their development |  | Observation of teaching |
|  | Ability to maintain high standards of behaviour and excellent discipline using positive strategies |  | Observation of teaching |
|  | Ability to lead other adults as well as work collaboratively as part of a team |  | Application form, and observation of teaching |
|  | Ability to train, support and challenge others when necessary |  | Application form and Interview |
|  | Ability to communicate effectively both orally and in writing |  | Application form and Interview and observation of teaching |
|  | Ability to demonstrate and utilise excellent ICT skills |  | Interview (task) |
| Personal Qualities and skills | Passionate about education and particularly determined to improve outcomes for all children |  | Interview |
|  | Calm, friendly and approachable |  | Interview and observation of teaching |
|  | Hardworking, upbeat and energetic |  | Interview and observation of teaching |
|  | Flexible and responsive to change |  | References |
|  | Self-motivated and able to work efficiently and effectively with minimum supervision |  | References |
|  | Excellent organisational skills |  | References |
|  | Willingness to give and receive positive criticism |  | References |