



# Brighter Futures Learning Partnership Trust

## APPLICATION INFORMATION

**Contents:**  
**Job Description**  
**Person Specification**  
**How to Apply**



## Job Description

**JOB TITLE:** Early Years Teacher (Assistant Safeguarding Lead and Assistant SENCO of Early Years)  
based at West Road Primary Academy for the Brighter Futures Learning Partnership Trust

**BAND:** MPS / UPS + TLR 2C

**RESPONSIBLE TO:** Headteacher and The Governing Body

### **Overall Responsibility:**

### **In addition to the responsibilities of an Early Years teacher:**

#### **Leading, Teaching and Learning**

- To support leadership, direction and management to ensure sustained improvement in Early Years.
- To focus on improving teaching and learning to pursue excellence for the school, through drop ins, learning walks and reviews.
- Be proactive in keeping the school up to date with the latest Early Years educational development and regulations.
- Implement initiatives and practices which enhance the learning experiences provided to the children.
- Work closely with colleagues supporting with teaching, planning and learning across Early Years.
- Attend and contribute to school strategic leadership meetings, being an ambassador for change and a positive influence (be part of SLT).
- To be an excellent role model for others, consistently providing a high standard of teaching and curriculum planning, to extend and build pupils' knowledge and promoting the children's love of learning.
- Actively developing relationships with prospective and current parents and the wider community, including pre-schools and nurseries.
- To assist the DSL in delivering outstanding safeguarding and child protection in Early Years.
- To support the administration and communication of the safeguarding team as required and requested.
- To assist the SENCO in co-ordinating the specific provision made to support individual pupils with SEN, including those with EHC plans.
- To maintain accurate and detailed records of all communication with parents and external agencies, including action/follow-up taken.
- To attend team and school meetings and those that are specifically in relation to the pupils in Early Years and liaise with multi-agencies.
- Ensure that a consistent approach to policies and procedures is adhered to across the phase.

- Work effectively at all times with the governing body, parents, members of staff and other schools as representative of the school, including feedback to governors.
- Lead high quality CPD on teaching and learning in Early Years, following up from whole school priorities and actions.

#### **Main Duties:**

- Undertake duties of an Early Years teacher as specified within the school.
- Be an excellent classroom practitioner and lead by example at all times.
- Identify strengths and areas for development for teachers and work collaboratively with colleagues to improve the quality of teaching and learning within the Early Years provision.
- Work with the Early Years Lead and other senior leaders to analyse data, identifying trends, highlighting gaps and addressing next steps within the phase.
- Plan, organise and lead CPD as appropriate.
- Support the Early Years Lead to coach, model and support the EYFS team to ensure all children succeed.
- Actively participate in whole school self-evaluation and school improvement planning.
- Attend SLT meetings to contribute to whole school improvement.
- To assist the SENCO to coordinate the specific provision in Early Years made to support individual pupils with SEND, including those with EHC plans.
- To assist the SENCO in maintaining the SEN register ensuring all of pupils with SEND are kept up to date.
- To assist the DSL in delivering outstanding safeguarding and child protection, and understand the assessment process for providing early help and intervention.
- To liaise with external agencies to ensure that individual pupils' needs are met effectively.
- To keep accurate and detailed records of meetings and discussions with pupils, parents and external agencies.
- Make a positive contribution to the wider life and ethos of the school.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.

#### **Personal Development:**

- Actively pursue own personal and professional development.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**



## Person Specification

**JOB TITLE:** Early Years Teacher (Assistant Safeguarding Lead and Assistant SENCO of Early Years)  
TLR

**BAND:** MPS / UPS + TLR 2C

**RESPONSIBLE TO:** Headteacher and The Governing Body

Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Primary Teaching experience (minimum three years + in Early Years)</li> <li>A commitment to lead on and promote the school's aims and ethos</li> <li>A commitment to improve the learning of all children across the phase</li> <li>Ability to use ICT to support learning and professional duties</li> <li>Ability to ensure all paperwork and record keeping meet the required standard</li> <li>Ability to coach, mentor and support colleagues</li> <li>Experience of subject leadership</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓	
Qualifications		
<ul style="list-style-type: none"> <li>A recognised teaching qualification</li> <li>NPQSL or other leadership qualification</li> <li>NASENCO qualification</li> <li>A satisfactory enhanced DBS record check</li> </ul>	✓  ✓  ✓	✓
Personal qualities		
<ul style="list-style-type: none"> <li>Commitment to promote the school's aims and ethos</li> <li>A commitment to raise levels of pupil attainment across the phase</li> <li>Ability to promote and encourage excellence</li> <li>To have a commitment to inclusive and increasingly personalised education</li> <li>A proven excellent classroom practitioner demonstrating an understanding of the individual needs of the pupils in</li> </ul>	✓  ✓  ✓  ✓	

terms of the curriculum, spiritual, personal & social development and behaviour <ul style="list-style-type: none"> <li>• A confident teacher, who can take others with them, leading by example</li> <li>• Take responsibility for own professional development to improve teaching and learning</li> <li>• Inspire trust and confidence and motivate staff to do their best</li> <li>• Be well organised and able to use own initiative creatively</li> <li>• Be a good team leader, able to manage change effectively</li> <li>• Adhere to the School's Code of Conduct</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓	
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>• Sound knowledge of the Early Years framework</li> <li>• Demonstrate secure knowledge of effective teaching/learning approaches and strategies</li> <li>• Confidently use range of teaching and classroom management strategies which excite and engage all pupils and motivate staff</li> <li>• Ability to analyse data and identify clear next steps</li> <li>• Understand the principles and practice of AFL in evaluating pupil performance in order to set appropriate learning targets with the Early Years team to ensure pupils make excellent progress</li> <li>• An understanding of the key role of an Assistant SENCO and the SEND Code of Practice</li> <li>• An understanding of the key role of Assistant DSL to ensure safeguarding and child protection meet policy and good practice</li> </ul>	✓ ✓  ✓  ✓ ✓  ✓  ✓ ✓	

## How to Apply

Further details and application forms are available by visiting our website at [brighterfutureslpt.com](http://brighterfutureslpt.com). **(CV's will not be accepted for this post)**. If you feel you are the person we are looking for, you should fill in the enclosed application form and add a concise letter of no more than two sides of A4 **(this must be submitted as a separate document and not included in the body of an email)** addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.

Closing date for applications is at 12 Noon on Monday 24th March 2025

Interviews will be held on Thursday 27th March 2025

Visits to the school are warmly welcomed. Please contact Julie Woodward, Headteacher ([admin@westrd.doncaster.sch.uk](mailto:admin@westrd.doncaster.sch.uk)) as we would love to show you our welcoming, happy school.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

As BFLPT we promote diversity and applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

**The Trust is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with previous employers.**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions are 'protected'.

These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

The school/UTC will carry out on-line searches as part of their due diligence checks on shortlisted candidates who will also be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Shortlisted candidates will be emailed a self-disclosure form together with a flow chart detailing what is 'protected' under the Act and should not be disclosed. **This MUST be returned before interview.**

