

IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the academy to ring you.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.

JOB DESCRIPTION

JOB TITLE: EYFS Teacher

REPORTS TO: Headteacher

PURPOSE OF JOB

As an effective member of the staff team, ensure that all children at Temple Grove Academy receive a vibrant and relevant education, enabling them to achieve their highest possible standards.

PRINCIPAL ACCOUNTABILITIES

1. Responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
2. Delivering and maintaining the effective implementation of academy policies, schemes of work and related practice for all subjects but with particular emphasis on literacy and numeracy.
3. To oversee the continued care and welfare of pupils within your designated class.
4. To plan, prepare, deliver and assess lessons that enable each individual pupil to succeed.
5. To assist in building and maintaining positive relationships between parents, governors, the local community and the school.
6. To plan and carry out activities in line with the requirements of the Early Years Foundation Stage (EYFS).
7. To be aware of health and safety issues and work within the guidelines of the Health and Safety Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Academy reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

PERSON SPECIFICATION

JOB TITLE: EYFS Class Teacher - Nursery

GRADE: NQT/MPS

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- Have either reached NQT status or have proven experience in EYFS teaching preferred.
- Have an EYFS qualification considered to be “full and relevant” by the DfE.

Experience

- Be able to demonstrate excellent practice within EYFS area
- Own a clearly developed set of strategies for successful classroom management that has survived examination in a classroom context
- Have developed their own clearly developed set of principles that show an understanding of how children learn

Skills/Abilities

- Boundless enthusiasm for teaching
- Show a clear commitment to putting our children first
- Ability to add to the positive atmosphere in the staffroom
- Willingness to learn from us and dignity in teaching us in return

Equalities/ Safer Recruitment

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy.
- Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.
- Demonstrate emotional resilience in working with challenging behaviours.

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position at Temple Grove Academy. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Criminal Records Bureau (CRB) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Temple Grove Academy not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Standard and Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

1. Disclosure

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.

2. Police Checks

Because this post allows substantial access to children, if candidates are successful in their application, prior to taking up post, they will be required to undergo an enhanced check by the Disclosure and Barring Service

3. Equal Opportunity

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