

# St Michael's Catholic Primary School Early Years Lead Practitioner Recruitment Pack

**LEAD PRACTITIONER (EARLY YEARS)**

**REQUIRED SEPTEMBER 2024**

**GUION STREET, LIVERPOOL, L6 9DU**



Alyson Rigby  
Headteacher



# Welcome

*I am Alyson Rigby and I am delighted that you are interested in a post at our school. I am exceptionally proud to be the headteacher of St Michael's. Our school has the highest of aspirations for all our children. These high aspirations are captured in our wonderful school Mission Statement:*

## **'With Jesus we can achieve what we dream and believe'**

*We have an excellent team of staff who are all totally committed to ensuring every child in our care receives the best possible education in an exciting, happy, safe and secure environment. One thing that is always at the top of our agenda is the high quality of teaching and learning for the children. And the children's well-being is at the heart of every decision we make.*

*We love celebrating the achievements and successes of all our children – you will be able to see some of these on our website. We firmly believe in working in partnership with parents/carers, the parish and wider community to ensure we achieve the very best for all our children. We will strive to keep building on these important relationships.*

*If you would like to visit our school, please contact us and we will be delighted to arrange a suitable time.*

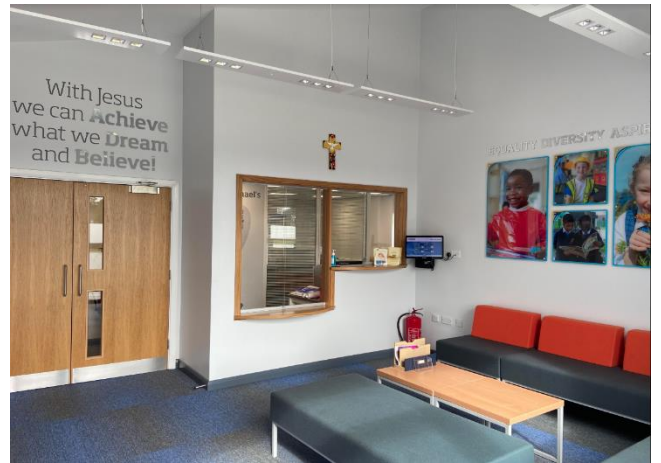
*Alyson Rigby*

**Headteacher of St Michael's Catholic Primary School**

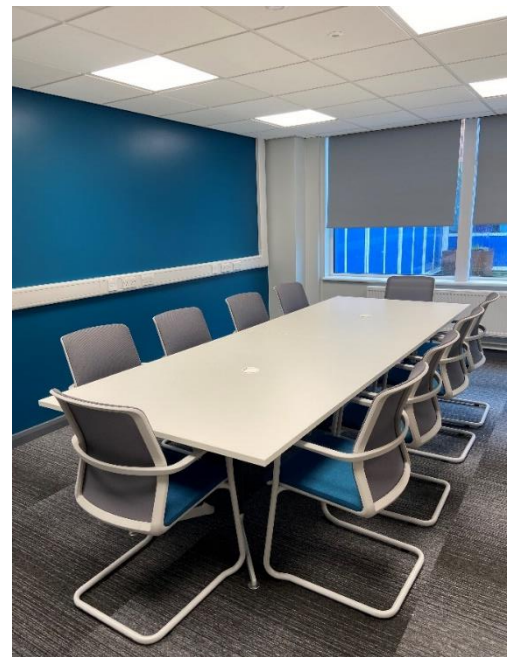


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## St Michael's Catholic Primary School







# Vacancy

## **Early Years Lead Practitioner**

### ***Class based***

**Permanent Full Time Contract**

**Leadership Scale: L4 - L8 (£50,807 - £56,082)**

**Required September 2024**

The governors of this successful and forward thinking Catholic Primary School wish to appoint an outstanding classroom practitioner with a proven track record of highly effective practice, raising attainment and securing positive outcomes for pupils, specifically in the Early Years Foundation Stage. This is a permanent appointment. The appointed person will support the work of the Leadership team.

This is an exciting opportunity for an experienced professional to support and lead on the development of Early Years in our school.

We are a warm, welcoming and vibrant two form entry school situated in Tuebrook/Kensington. The school community of St Michael's can offer a caring and safe school with a warm and nurturing ethos rooted in the Catholic faith, plus:

This position can offer you:

- Happy, well behaved and enthusiastic pupils
- A school with the wellbeing of children and staff at its core
- An opportunity to be part of an innovative, dedicated and supportive Leadership Team committed to developing outstanding provision in our Early Years and across school
- Friendly colleagues who work exceptionally hard and are committed to providing high quality education and experiences for all children
- A range of exciting professional development opportunities and a clear route to career progression
- Supportive and welcoming governors, staff and parents/carers
- Excellent networking opportunities with schools around Merseyside and beyond
- A great building with extensive grounds
- Free on-site parking facilities and good transport links



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The successful candidate will:

- Be fully committed to the Catholic Mission and gospel values of our school, preferably with a strong personal Catholic faith.
- Be an outstanding Early Years Classroom practitioner and able to lead by example with a successful track record of working with children with a wide range of educational needs.
- Be highly motivated with energy, vision and a passionate commitment to high quality learning and teaching.
- Be a strategic thinker, able to lead, inspire and motivate both staff and pupils.
- Demonstrate excellent interpersonal, organisational and communication skills.
- Be committed to making a difference to the lives and achievements of all pupils at St Michael's.
- Be successful in supporting staff to develop their practice and passionate about self-professional development.
- Be able to demonstrate outstanding subject knowledge through relevant qualifications.
- Demonstrate excellent leadership with the ability to build warm, positive and inclusive relationships with all staff, pupils and parents/carers.
- Be an essential team member in the management of the school and in developing our ethos and carrying out our Mission Statement.
- Be committed to providing extracurricular opportunities to all pupils.

You will join a friendly and committed team of staff in a vibrant, diverse and welcoming school community.

We strongly recommend you drop in and meet the headteacher, Mrs. Alyson Rigby, for an informal conversation about this role. If you wish to visit our school please contact Miss Elson, SBM, on (T) 0151 263 8460 or [michaels-ao@st-michaels.liverpool.sch.uk](mailto:michaels-ao@st-michaels.liverpool.sch.uk)

### How to apply

Please complete the CES Application Form. Candidates should evidence their strengths in letters of application. Please refer to the relevant job description and person specification when applying; outlining why you want to apply and what skills, qualities, attributes and experience you think you can offer. Application forms are available from school website [www.stmichaelscatholicprimary.co.uk](http://www.stmichaelscatholicprimary.co.uk)

Please address your application to Mrs Alyson Rigby.

**Closing date: Friday 12<sup>th</sup> April 2024**

**Shortlisting: w/b 15<sup>th</sup> April 2024**

**Interviews: w/b 22<sup>nd</sup> April 2024**



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Any conditional offer of employment will be subject to statutory pre-employment checks including two satisfactory references, one of which must be your existing/most recent employer and Enhanced DBS and Barred List checks. References will be checked prior to the interview process. Please note that open or generic references will not be accepted as part of our recruitment process. Also, as part of the shortlisting process, we will carry out an online search as part of our due diligence on all shortlisted candidates prior to interview. All applicants will be subjected to an identity and qualifications check. A childcare disqualification check will also be required for relevant posts. Appointment is subject to a health clearance by the LA Occupational Health Provider. Candidates must also comply with the Asylum and Immigration Act 1996, by being required to supply evidence of eligibility to work in the UK.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. All applications will be considered on the basis of suitability for the post regardless of sex, race or disability.

St Michael's CP is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to embrace this commitment. Our Safer Recruitment Policy is available on our school website.

Applications are invited from both practicing Catholics and applicants who will support the Catholic ethos of our school.





# Job Description

## Lead Practitioner for Early Years Foundation Stage

### JOB DESCRIPTION

**Post Title:** Lead Practitioner for Early Years Foundation Stage at St Michael's Catholic Primary School (Nursery and Reception)

**Responsible to:** Headteacher

**Salary Scale:** Leadership Scale L4-L8 £50,807- £56,082

*The post holder will be a member of the school's leadership team; therefore, the job description applies to the responsibilities and duties which apply across all aspects of the work of the school.*

There are currently 60 pupils in Reception and 45 pupils in Nursery.

### Job Purpose:

The Lead Practitioner will lead our Early Years Foundation Stage Reception and Nursery team.

Working closely with the Leadership Team, the Lead Practitioner for EYFS will be an excellent practitioner in the classroom and be an inspiring leader of others in order to secure the very best outcomes for children through:

- Modelling excellence in classroom practice, showcasing the very best of Early Years provision within own practice.
- Inspirational, strategic and professional leadership of Early Years practice.
- Leading the team of Class Teachers and Early Years Support Staff as a team of EYFS Practitioners in order to secure continuous improvement and development to successfully support our School Improvement journey.
- Holding Class Teachers and Early Years Support Staff account through appraisal and day-to-day leadership of the EYFS settings.

### Professional Conduct:

As a Senior Leader within the school, the Lead Practitioner for Early Years is expected to demonstrate consistently high standards of principled and professional conduct. They should always uphold and demonstrate the school and values and principles within the Teachers Standards.



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### Key Responsibilities and Duties:

- Fulfil all elements of the Teachers' Standards and expectations of class teachers within the school
- Lead a team of Teaching and Support Staff within the Early Years Foundation Stage Reception and Nursery
- Lead by example, setting and modelling high expectations which inspire and motivate colleagues
- Support the Catholic faith of the school, including through worship
- Lead training to develop practice – to individuals, groups and at a whole school level
- Work with the EYFS team to develop the curriculum and provision to meet the needs of all learners and to achieve the school's curriculum intent
- Work with the Leadership Team to refine and improve the school's curriculum intent for EYFS
- Lead continuous improvement in the implementation of the school's curriculum intent, i.e. teaching and learning; and classroom provision within the Early Years Foundation Stage
- Monitor the quality of teaching and learning; and classroom provision to ensure that all staff are consistently meeting the school's high expectations of practice to secure excellent outcomes for pupils
- Make strategic use of assessment information to ensure that children are securing excellent outcomes, demonstrating the successful impact of the school's curriculum intent
- Work with other settings to manage effective transition for pupils entering the school
- Work with KS1 leaders to secure an effective transition and curriculum offer to pupils transitioning into KS1 from Reception and Nursery to Reception class
- Work alongside the school's Leadership Team and Middle Leaders to monitor the quality of teaching and learning in order to enable all pupils to make excellent progress across the school
- Work within the Leadership Team to promote a culture of learning and personal achievement across the school
- Actively support the aims and ethos of the school and demonstrate continual positive commitment to the adherence to, and application of, school policies
- Promote the highest standards of pupil behaviour, conduct and attitudes in line with the school's policies
- Be a highly visible presence within the school as a whole, and model expectations and standards to staff and pupils

### Specific Areas of Responsibility and Accountability:

- Teach and model lessons which are at least consistently Good, and frequently Outstanding, that motivate and inspire pupils, equipping them with the knowledge and skills needed to achieve at the highest levels
- Be accountable for pupil attainment, progress and outcomes in your own pupil group and throughout the EYFS



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- Make an important contribution to the school's monitoring and self-evaluation processes, including lesson observations, lesson drop-ins, work scrutiny and standards' reviews
- Working with the Leadership Team, play an important role in the development, leadership and management of whole staff training to support the school's focus on excellent teaching and learning
- Act as a coach and mentor for other staff, advising, guiding and supporting colleagues to develop their teaching practice
- Use data at all levels to set targets for improvement and monitor and evaluate progress
- Work with the Leadership Team to support the development of leadership capacity, skills, knowledge and experience throughout the school
- Keep up to date with educational developments and initiatives

### Other Responsibilities and Duties:

- The Lead Practitioner may also be required to take on elements of this role in other schools or in relation to teachers from other schools in developing outstanding practice
- Undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher
- Teachers and leaders must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- Teachers and leaders must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.



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# Person Specification

## St Michael's Catholic Primary School Leading Practitioner for EYFS

### Person Specification

Area	Essential Criteria	How Assessed	Desirable Criteria	How Assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A relevant honours degree (or equivalent)</li> <li>Qualified Teacher Status (QTS)</li> </ul>	1, 4 1, 4	<ul style="list-style-type: none"> <li>Specific qualification/s related to EYFS</li> <li>Evidence of substantial further professional studies/research, for example, a higher degree</li> <li>A National Professional Qualification (NPQ)</li> <li>Catholic Certificate of Religious Studies</li> </ul>	1, 4 1, 4 1, 4 1 1
<b>Experience</b>	<ul style="list-style-type: none"> <li>A proven track-record working as an outstanding teacher in an Early Years Setting in the last three years</li> <li>An excellent track record in improving educational outcomes for pupils</li> <li>Successful experience of leading the improvement of teaching and learning in Early Years</li> <li>Successful experience of working in partnership with other organisations</li> </ul>	1, 2 1, 2 1, 2 1, 2	<ul style="list-style-type: none"> <li>Experience of working in a primary school setting</li> <li>Successful involvement in a school inspection</li> <li>Previous experience in leading the practice of others through coaching or through delivering training</li> </ul>	1, 2 1, 2 1, 2
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrable knowledge of the Early Years Statutory Framework</li> <li>A proven knowledge of the changing national education agenda</li> <li>Strong understanding of statutory educational frameworks, including Child Protection and Special Educational Needs</li> </ul>	1, 2, 5 1, 2 1, 2, 5	<ul style="list-style-type: none"> <li>An understanding of the complexities and dynamics of improving the quality of teaching and learning in a primary school</li> </ul>	1, 2



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<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Proven strong, effective leadership of the improvement of teaching and learning and people management skills</li> <li>• Ability to demonstrate and articulate a clear vision to all others</li> <li>• Ability to formulate and implement policies to impact beneficially on staff and pupils</li> <li>• Ability to meet deadlines and to delegate effectively</li> <li>• A willingness to undertake the National Professional Qualification for EYFS</li> </ul>	1, 2, 5  1, 2, 5  1, 2  1, 2  1, 2  1, 2	A clear understanding of the Catholic Mission in schools and a strong sense of faith	1,2,3,4
<b>Analytical Skills</b>	<ul style="list-style-type: none"> <li>• Ability to assimilate large amounts of information in order to make effective decisions in the best interests of students and staff</li> <li>• Ability to use data and strategic information to improve the quality of teaching and raise pupil achievement</li> </ul>	1, 2, 5  1, 2, 5		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong personal faith,</li> <li>• Excellent communication skills, both oral and written</li> <li>• Outstanding emotional intelligence</li> <li>• Ability to inspire and motivate staff and students and retain the trust of parents</li> <li>• Ability to learn from students, parents, staff, governors and other partners</li> <li>• Ability to drive change</li> <li>• Readiness to show sensitivity and flexibility to suit the circumstances</li> <li>• Resilience and stamina when faced with complex and demanding situations</li> <li>• Have a clear view of appropriate personal work/life balance</li> </ul>	1,2,3,4  1, 2  1, 2 1, 2, 5  1, 2  1, 2 1, 2  1, 2  1, 2	Baptised practising Catholic	1,2



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<b>Application Form</b>	1
<b>References</b>	2
<b>Interview</b>	3
<b>Tasks</b>	4
<b>Proof of Qualifications</b>	5

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.



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