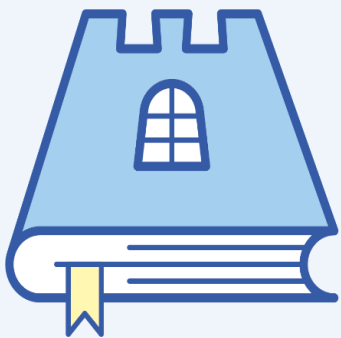


**Early Years Foundation Stage Lead**



**The Keep  
Learning Trust**

Creating Chances and Choices

## About the Trust

The Keep Learning Trust is a growing Multi-Academy Trust established in 2014, currently serving schools across the borough of Bury. United by a strong belief in the power of education, we work collaboratively to support our schools and communities. By working together, we create lifelong chances and choices for all our pupils, ensuring every child is supported to achieve their potential.

### Vision

By working together, we create lifelong chances and choices for all our pupils.

Inspiration	Innovation	Collaboration
We nurture every individual to help them find and explore their talents and develop the self-belief to become active members of their communities.	We create cultures and structures that ensure our schools are places of excellence where innovation is championed, creativity is encouraged, and best practice is shared.	Through our strong relationships, we bridge gaps, forge pathways and raise aspiration.

The Keep Learning Trust are seeking to appoint a positive and energetic EYFS Lead to work at Park View Primary School.

Do you have the drive, passion and commitment to deliver outstanding support to help young people. If so, joining The Keep Learning Trust support team might just be the best career move you ever make. This is your opportunity to join a dedicated team of support staff who are committed to providing the best possible education for our pupils.

Who we're looking for -

Are you passionate about being a Class Teacher?

Are you inspirational and creative with a desire to provide the very best education for young people?

Are you a recent graduate who's keen to get working and gain experience in working with children?

You should be familiar with curriculum documentation, planning lessons and supporting pupils. You should be enthusiastic and passionate about working with children, you should also come across friendly and welcoming to staff and pupils and have excellent relationships with all.

The school aims to provide our children with the best learning opportunities, to help them develop into confident and independent individuals who achieve above and beyond their potential. You will have the opportunity to contribute to this process and will be joining a highly motivated and committed team.

### Application Process

To apply for this vacancy please complete the job application and return to [Emma.Collopy@keeplearningtrust.co.uk](mailto:Emma.Collopy@keeplearningtrust.co.uk). You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

## Our Commitment

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

The equal opportunities form should be emailed directly to the central team at [centralteam@keeplearningtrust.co.uk](mailto:centralteam@keeplearningtrust.co.uk)

<b>Post details</b>	Permanent EYFS Lead
<b>Grade</b>	M1 to UPS3 + TLR to be discussed
<b>Hours</b>	Full time, Permanent post Monday- Friday
<b>Annual Salary</b>	Teachers main scale M1/UPS+ TLR

The Keep Learning Trust is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks: -

The successful applicants will be required to complete an

- Enhanced DBS check
- Satisfactory medical report arranged by school
- Two satisfactory references
- Provide a Qualified Teacher Status (QTS)

Park View Primary School is part of The Keep Learning Trust, and you may from time to time be required to work at any of our other schools.

**Closing date for applications is 12pm on Wednesday 10<sup>th</sup> June 2026.**

**Observations & Interviews will be held week commencing 19<sup>th</sup> June 2026.**

# Teacher

## JOB DESCRIPTION

**Responsible to:** Emma Collopy  
**Location:** Park View Primary School  
Park View Road  
Prestwich  
M25 1FA

### JOB DESCRIPTION

**Job title:** EYFS Lead

**Salary:** To be discussed

**Responsible to:** Head Teacher and the Trustees.

**Job purpose:**

Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document

Meet the expectations set out in the Teachers' Standards

### Duties and responsibilities

#### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subjects and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

#### Whole school organization, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

#### Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behavior effectively to ensure a good and safe learning environment

## **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

## **Communication**

- Communicate effectively with pupils, parents and carers

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behavior, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

## **ANY SPECIAL CONDITIONS OF SERVICE:**

The post holder will be required to undertake any other duties of an equal nature appropriate to the post as determined by the Head Teacher. Such duties will be discussed with the person concerned who may have his/her Trade Union representative present if so desired.

The Conditions of Employment applicable to teachers in accordance with the School Teachers' Pay and Conditions Document apply to this post, a copy of which is available for inspection at the school.

The job description will be reviewed at the end of each academic year or earlier if necessary following consultation with the post holder.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as necessary.
- Undertake marking of pupils' work and accurately record achievement/progress
- Administer and assess routine primary tests and invigilate exams/tests
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teachers' direction.

- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Support for the curriculum
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil learning styles and individual responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy effectively utilising all alternative opportunities. to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

- Assist in the training and development of classroom support staff including supervision of volunteers, trainees.
- Be aware of and comply with School and Trust policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned) and enter details
- Be aware of the support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims/work of the School and Trust.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as required.

### **Other Responsibilities**

- Promote the Trust's vision to inspire aspiration, self-belief and resilience in all the children in our schools.
- Champion the Trust's values.
- Contribute to the wider life of the School and The Keep Learning Trust Community.
- Carry out any such duties as may be reasonably required by the School or Trust.

### **Records Management**

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

Employees of The Keep Learning Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people, ensuring that they are protected from harm.

This appointment is with The Keep Learning Trust. The job description forms part of the contract of employment for the postholder and reflects the position at the present time only. It may be reviewed and amended in consultation with the employee in the future. The appointment is subject to the terms and conditions set out in The Keep Learning Trust Statement of Particulars.

## JOB SPECIFICATION

Key: E = essential criteria and D = desirable criteria

No	CATEGORIES	Essential/ Desirable
<b>QUALIFICATIONS</b>		
1.	Qualified Teacher status Successful primary teaching experience	<b>E</b>
2.	Strong academic record including Maths and English GCSE grade C (or equivalent) or better	<b>E</b>
3.	First Aid qualifications	<b>D</b>
4.	Evidence of continuous professional development	<b>E</b>
<b>EXPERIENCE</b>		
5.	Working with children in a school setting.	<b>E</b>
6.	Contributing to development, monitoring and review of Individual Education Plans.	<b>E</b>
7.	Working within a primary school.	<b>D</b>
8.	Experience of supporting children in an EYFS environment	<b>D</b>
9.	Experience of communicating with parents within a school setting	<b>D</b>
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>		
10.	Knowledge of the National Curriculum	<b>E</b>
11.	Knowledge of effective teaching and learning strategies	<b>E</b>
12.	A good understanding of how children learn	<b>E</b>
13.	Ability to adapt teaching to meet pupils' needs	<b>E</b>
14.	Ability to build effective working relationships with pupils	<b>E</b>
15.	Knowledge of guidance and requirements around safeguarding children	<b>E</b>
16.	Effective classroom and behaviour management skills.	<b>E</b>
17.	Ability to communicate effectively in community languages.	<b>D</b>
18.	Good ICT skills for word-processing and use of learning software, including online resources.	<b>E</b>

No	CATEGORIES	Essential/ Desirable
<b>PERSONAL QUALITIES</b>		
19	A passionate belief in the school's mission statement.	<b>E</b>
20	Highest levels of professional and personal integrity.	<b>E</b>
21	A strong commitment to inclusion and overcoming barriers to learning and achievement.	<b>E</b>
22	Personal resilience, persistence and perseverance.	<b>E</b>
23	Commitment to undertaking additional training where required.	<b>E</b>
24	Clear understanding of, and respect for, confidentiality	<b>E</b>
25	A passionate belief in the Trust's vision to inspire aspiration, self-belief and resilience in all of the children in our schools.	<b>E</b>
26	A strong commitment to the Trust values of Inspiration, Innovation & Collaboration.	<b>E</b>
27	A strong commitment to the Trust value of 'Respect'.	<b>E</b>
28	Commitment to support The Keep Learning Trusts' agenda for safeguarding and equality and diversity.	<b>E</b>

# Guidance Notes for Application Form

Please read the following notes carefully, as the decision to shortlist you for an interview will be based solely on the information you provide on the application form.

**Personal Details** – It is important that you complete this section accurately and in full, as the information requested is required to process your application. Please do not leave any section blank.

**References** – References are requested for all shortlisted applicants for posts. A reference from your current or most recent employer will normally be required before an offer of employment is made.

**Work History** – When completing this section, it is important that you include any part-time, voluntary or *community work you may have done since these may reveal relevant skills.*

**Knowledge Relevant to the Post** – Any qualifications which are required for the post will be set out in the Role Description, and you should list these in this section. You may also like to include other qualifications you possess or training courses you have attended which you feel are relevant to the selection criteria for the post.

**Experience** – Please do not submit a job history or curriculum vitae. This is the most important section of the form, as this is where you make out your case for the post. Here, you should provide evidence that you possess the skills/knowledge and experience required, preferably by giving specific examples. Do not forget to include the skills/knowledge and experience you have gained outside paid work and through training.

**About Yourself** – In this section, include anything you wish to say about yourself that you feel is relevant but has not been included elsewhere, including any skills.

**Disclosure and Barring** – Please read this section carefully, ensure that the information you provide is accurate and sign the Declaration.

**Equal Opportunities Monitoring** – The information you provide in this section will enable the Trust to monitor its recruitment process in relation to its "Equality of Opportunity Policy". The information obtained will be treated as confidential and used only for monitoring



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[www.keeplearningtrust.co.uk](http://www.keeplearningtrust.co.uk)  
[TKLT@keeplearningtrust.co.uk](mailto:TKLT@keeplearningtrust.co.uk)

Telephone: 0161 723 4538 Option 2

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A charitable company limited by guarantee  
registered in England & Wales.  
Company Number: 08769073