



Application Pack

Early Years
Foundation Stage
Lead



Welcome

to Hodge Clough Primary School



Dear Applicant,

I would like to thank you for your interest in the opportunity to teach in and lead our Early Years department. Hodge Clough is a school on a journey, and together we are building something special: a school that sets high standards and a place where every pupil is known, supported and challenged to achieve their full potential.

As a Headteacher, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children; one that is designed to inspire curiosity, motivation, and a genuine love of learning. We want our pupils to become enthusiastic learners who take pride in themselves, their work, and the community they belong to.

We value high-quality learning, personal progress, and wellbeing equally, and our aim is to help every pupil flourish—developing the knowledge, character, and social skills they need to grow in confidence, resilience, and self-belief. We understand that children thrive when they feel safe, supported, and joyful in their learning.

We are seeking to appoint an experienced and passionate Early Years practitioner who shares our vision for excellence and is excited by the opportunity to help shape and further develop our Early Years provision. We are committed to providing a supportive, collaborative and ambitious environment where staff are valued and encouraged to grow professionally. In return, we are looking for someone with the drive, creativity and determination to inspire our youngest learners and play a key role in the continued development of our school.

I am very excited about the opportunity to develop and strengthen our existing team; to give people opportunities to grow and develop valuable experience which will benefit you and our setting. The team here are committed to our journey, and we are committed to investing in our team. Please contact the school office on 0161 770 5790 to make an appointment to see our school at work.

Yours sincerely

Stella Hodkinson
Headteacher

The school at a glance



Ofsted said : “Pupils are proud to belong to this warm and friendly school”.

Pupils on roll: 441

We are a two-form entry, split-site school

Conduit St Site: 291 pupils (Years 2-6)
Wilkes St Site: 150 pupils (Nursery - Year 1)

SEND

SEN Support - 48 pupils
EHC - 16 pupils

Pupil Premium: 25%



Vision & Values



Our strategic vision is rooted in the belief that every child can achieve great things when given the right support, challenge and opportunity, and that children must be placed firmly at the **HEART** of every decision we make.

At Hodge Clough, our motto is “Kind Hearts, Ambitious Minds, Striving for Excellence”. Our core value of Pride, alongside our other values of Happiness, Excellence, Attitude, Respect and Togetherness (HEART) shape the culture of the school and articulate the standards we expect for, and from, every member of our community.

We aim to create a school filled with warmth, kindness and ambition, where children feel happy, valued, safe and inspired to learn. We foster positive attitudes, high expectations and a commitment to personal excellence, ensuring pupils develop confidence, resilience and a deep belief in their own potential.

Through respect, empathy and togetherness, we build a strong sense of community in which every child belongs, every voice is heard and every success is celebrated. Our vision provides a clear moral purpose and strategic direction: to ensure that every child thrives academically, socially and emotionally and leaves Hodge Clough proud of who they are and what they can achieve.

Job Description



Job Title: Early Years Foundation Stage Lead

Reporting to: The Headteacher

Grade: M3 to UPS3 + TLR (to be discussed).

Contract: Full Time / Permanent

Suitable for ECTs: No

Closing date: Monday 8th June at 12 noon

Interview date: TBC

Starting date: September 2026 preferred; however, we are willing to accommodate a later start date for the right candidate.

Job Purpose

The EYFS Leader will provide strategic and operational leadership for the Early Years Foundation Stage, ensuring high-quality teaching, learning, and care for children in Nursery and Reception. The role includes leading a team of staff, driving curriculum development in line with EYFS statutory requirements, and contributing to whole-school leadership and improvement as part of the Leadership Team.

Key Responsibilities

Leadership and Management

- Lead, manage, and inspire the EYFS team across Nursery and Reception in a 2-form entry setting.
- Develop and implement a clear vision for EYFS in line with the school's values and priorities.
- Lead the implementation and development of an engaging, ambitious EYFS curriculum.
- Monitor and evaluate teaching, learning, and provision to ensure consistently high standards.
- Manage EYFS staff performance, including appraisal, coaching, and professional development.
- Lead regular team meetings and promote effective collaboration within EYFS and across the school.
- Contribute to whole-school strategic planning and decision-making as a member of the Leadership Team.

Teaching and learning

- Plan and teach well-structured lessons to assigned classes
- Model exemplary classroom practice and maintain a high standard of teaching within EYFS.
- Ensure a rich, stimulating, and inclusive learning environment that supports all children to thrive.
- Adapt teaching to respond to the strengths and needs of pupils
- Ensure teaching is informed by accurate and effective assessment practices.
- Promote high expectations with good progress and outcomes for all pupils, including those with SEND, EAL, and disadvantaged backgrounds.

Health, safety and behaviour

- 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

Job Description



Assessment and Progress

- Oversee formative and summative assessment systems within EYFS.
- Ensure accurate Baseline Assessment, ongoing observational assessment, and completion of the EYFS Profile.
- Analyse pupil data to track progress, identify gaps, and implement targeted interventions.
- Report on EYFS attainment and progress to senior leaders, governors, and external agencies as required.

Curriculum Development

- Lead on planning and developing a broad, balanced, and play-based EYFS curriculum aligned with statutory requirements.
- Ensure progression from Nursery to Reception and strong transition into Key Stage 1.
- Promote high-quality continuous provision and outdoor learning opportunities.
- Keep up to date with national developments in early years education and integrate best practice into provision.

Safeguarding and Welfare

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Ensure the highest standards of safeguarding, welfare, and pastoral care within EYFS.
- Promote children's wellbeing, personal development, and positive behaviour.
- Ensure compliance with all relevant safeguarding policies and procedures.

Parental Engagement

- Foster strong partnerships with parents and carers to support children's learning and development.
- Lead communication strategies including workshops, meetings, and reporting.
- Promote an inclusive approach that values family engagement in early learning.

Transition

- Ensure smooth transition arrangements:

From home / pre-school into Nursery or Reception

From Nursery to Reception

From Reception to Year 1

- Work closely with internal and external providers to support continuity in learning and development.

Leadership Team Responsibilities

- In addition to leading our Early Years provision, the successful candidate will contribute to wider areas of school development that align with their passions, expertise and leadership strengths.
- Support staff across the school in areas of expertise (e.g., early childhood pedagogy, play-based learning).
- Participate in monitoring activities such as lesson observations, book looks, and learning walks.
- Deputise for senior leaders where appropriate.

Person Specification



E = Essential

D = Desirable

A = Application Stage

I = Interview and Assessment Stage

R = References

Qualifications

Qualified Teacher Status (QTS)

E

Relevant leadership training or qualifications (e.g., NPQ)

D

Experience

Proven experience teaching in EYFS (Nursery and/or Reception)

E

Demonstrated leadership or middle leadership experience

E

Evidence of successful whole-school contribution beyond EYFS

D

Experience of working in a 2-form entry primary setting

D

Experience leading EYFS across multiple classes or phases

D



Person Specification

Abilities, Skills and Knowledge	
Strong understanding of the EYFS Framework and child development	E
Strong organisational, communication, and interpersonal skill	E
Ability to lead, manage, and motivate a team effectively	E
Commitment to inclusive education and high standards for all pupils	E
Knowledge of effective teaching and learning strategies	E
Ability to adapt teaching to meet pupils' needs	E
Ability to build effective working relationships with pupils	E
Knowledge of guidance and requirements around safeguarding children	E
Effective classroom and behaviour management skills.	E



Person Specification

Personal Qualities

Passion for early childhood education	E
Reflective, resilient, and forward-thinking	E
Collaborative and approachable leader	E
High expectations of self and others	E
Commitment to continuous professional development	E
A strong commitment to inclusion and overcoming barriers to learning and achievement	E
Personal resilience, persistence and perseverance	E

Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters E and D in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the E's on day one to be able to do the job, you need to have all the D's to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

Please note this role is subject to an Enhanced DBS Certificate

How to apply



Download and return the the completed Application Form and your supporting statement by the closing date of: **Monday 8th June, at 12 noon**, to info@hodgecloughprimary.oldham.sch.uk

We welcome visits to school prior to application. Please contact us on 0161 770 5790 if you would like to arrange a visit.

References

- Please note that we will contact the referees of shortlisted candidates prior to interview unless otherwise instructed.
- Please ensure that you provide the headteachers details if your last position was in a school setting.
- Please also note that we can only use business email addresses for referees, not personal ones, and we cannot accept generic references i.e. addressed "to whom it may concern"

Hodge Clough Primary School is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people, and expects all staff to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post is subject to a Disclosure and Barring check.

Please note that we appreciate the time and effort that goes into completing an application, but we regretfully cannot feedback to all applications. If you have not received a response two weeks after the closing date, please assume you have not been succesful on this occasion.