

Application Pack



**Early Years Teacher
(maternity cover)**



Early Years Teacher (maternity cover)

Required for September 2025 (or earlier if possible)

Main/Upper Pay Scale

Temporary contract until August 2026

We are looking for an experienced dynamic and highly motivated Class Teacher who is passionate and driven in providing high-quality education to whole classes during planning, preparation and assessment.

The ideal candidate will:

- ◆ Be an outstanding experienced practitioner with high expectations of all children;
- ◆ Have a sound knowledge of the Early Years Foundation Stage;
- ◆ Be committed to working in partnership with parents/carers;
- ◆ Be proficient in assessment and planning;
- ◆ Possess excellent communication and inter personal skills;
- ◆ Be willing to work independently and as a part of a team;
- ◆ Be willing to get involved in the corporate life of the school, supporting the informal as well as the formal curriculum.

If you are passionate about the pupils with whom you work, have high expectations with regards to standards and behaviour and a commitment to ensuring that every pupil achieves their full potential, we look forward for applications.

Deadline: Monday 24th March 2025 at 12 noon

Interviews: week commencing Monday 24th March 2025

Visits are strongly encouraged, please email: recruitment@ribbonacademy.co.uk

How to Apply

Application forms are available on our website and should be returned via email to recruitment@ribbonacademy.co.uk



Job Description

Responsible to: Head Teacher

Job Purpose:

To successful candidate will be an experienced, outstanding practitioner with high expectations of all children, have a sound knowledge of the Early Years Foundation Stage and be committed to working in partnership with parents/carers. We are looking for someone who is willing to get involved in the corporate life of the school, supporting the informal as well as the formal curriculum. The ideal candidate will be proficient in assessment and planning, and posses excellent communication and inter personal skills.

Duties and Responsibilities

- ◆ To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning;
- ◆ To plan and prepare lessons in order to deliver the EYFS ensuring breadth and balance;
- ◆ To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations;
- ◆ To maintain good order and discipline among the pupils, safeguarding their health and safety both in school and on educational visits;
- ◆ To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities ;
- ◆ To be committed to whole class teaching and quality intervention;
- ◆ To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning;
- ◆ To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress;
- ◆ To ensure all children make at least good progress;
- ◆ To ensure effective use of support staff in the classroom;
- ◆ To participate in staff meetings as required;
- ◆ Contribute to the development and co-ordination of a particular area of the curriculum;
- ◆ To be part of the whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and assessment and pastoral arrangements;
- ◆ To ensure that the school policies are reflected in daily practice;
- ◆ To communicate and consult with parents/carers over all aspects of their children's education – academic, social and emotional ;
- ◆ To liaise with outside agencies where appropriate;
- ◆ To continue professional development, maintaining a portfolio of training undertaken;
- ◆ To meet with parents/carers and appropriate agencies to contibute positively to the education of the children concerned;
- ◆ To fully support the Headteacher in promoting the ethos of the school.
- ◆ To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures



General Expectations/ Requirements

- ◆ To attend and participate in training and development courses as required;
- ◆ To participate in regular supervision sessions and annual performance management;
- ◆ To work collaboratively with colleagues as part of a professional team;
- ◆ To be an effective role model for the standards of behaviour expected of pupils;
- ◆ To promote and safeguard the welfare of children and young people that you come into contact with adhering to all specified procedures;
- ◆ To have due regard to confidentiality, safeguarding procedures, health and safety, other statutory requirements and the policies of the school and Local Authority;
- ◆ To undertake any other duties commensurate with the post as determined by the Headteacher;
- ◆ The successful applicant will undergo an enhanced disclosure from the Disclosure and Barring Service;
- ◆ The postholder must act in compliance with the GDPR principles in respecting privacy of personal information held by the Council and school;
- ◆ The postholder must comply with the principles of the Freedom of Information Act in relation to the management of school records and information;
- ◆ The postholder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy, and all other Council policies;
- ◆ The postholder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation.

The duties, responsibilities and expectations highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Ribbon Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.



Personal Specification

Attributes		Essential	Desirable
Qualifications and Training	Qualified Teaching Status	X	
	Evidence of continuing professional development	X	
	Valid First Aid Certificate		X
Professional Skills and Experience	Experience of teaching in Early Years	X	
	Thorough and up to date knowledge of the range of teaching, learning and behaviour management strategies and how to improve them effectively to meet the needs of all	X	
	Thorough understanding of the primary National Curriculum and a range of assessment requirements and arrangements	X	
	Ability to use ICT as an effective teaching and learning tool	X	
	Good classroom management	X	
	Proven evidence of at least good classroom practice with the potential to be outstanding	X	
	Experience of planning and delivering learning outside the classroom		X
	Sound knowledge of safeguarding issues and demonstrable experience of contributing to a safeguarding culture of vigilance	X	
Personal Skills/ Attributes	Ability to prepare and plan effectively	X	
	Good organisational skills	X	
	Ability to prioritise and manage time effectively	X	
	Ability to work as part of a team	X	
	Experience of analysing pupil performance and providing feedback to pupils to allow	X	
	Excellent communication skills, using a variety of means to a range of audiences	X	
	High level of professional integrity and confidentiality	X	
	Commitment to continuous personal and professional development and attendance at training opportunities	X	
	Willingness to abide by all organisational policies and procedures	X	