

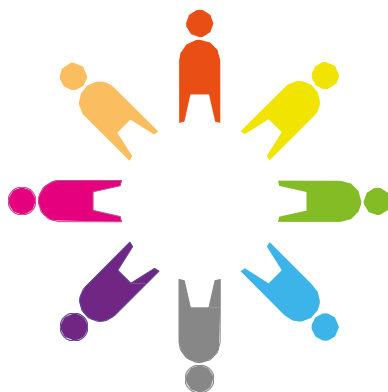


Recruitment Information

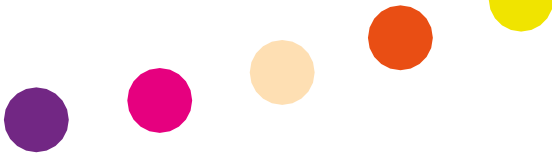
Room Leader

2-year-old Nursery

November/December 2023



Shakespeare
Primary School and Nursery



Excellence in the heart of Leeds...

'You have not lost sight of the absolute necessity to put pupils at the heart of all you do'

'Middle leaders are ambitious, well trained and effective'

'Staff morale is high'

'You have put in place a stimulating and interesting curriculum'

'The strong relationships you and your staff have with parents are a real strength of the school'

'Pupils enjoy coming to school and they are rarely absent'

'Pupils get on well together. The atmosphere in lessons and around the school is marked by politeness, kindness and mutual understanding.'

Mark Evans, HMI Ofsted

'An overriding strength of this school is the drive to ensure that all pupils are given the best possible opportunities academically, socially and emotionally. The school is led by an inspiring Head Teacher and Senior Leadership Team. Together they have developed a strong staff team who show passion, dedication and a genuine care and respect for their pupils. The new building is outstanding. It is spacious and welcoming, there are numerous areas for interventions and support, classrooms are bright and designed so that learning and behaviour are visible at all times. The learning environment is engaging and promotes health and wellbeing. This has helped the pupils to develop a sense of pride in their school'.

Sheryll Carter – Healthy Schools Assessor

'I am writing to personally congratulate you and the whole school community on the outcome of your recent Ofsted inspection. To retain your 'Good' judgement despite the incredibly busy and challenging year is a really fantastic achievement. The needs of the children are clearly at the very heart of everything that happens at Shakespeare Primary and I have no doubt that the next stop for you is 'Outstanding'

Steve Walker – Director of Children's Services, Leeds City Council



Required for maternity cover from January 2024. Salary grade C1, scale point 12. Salary per annum, £24,496.00, actual salary £21,069 per annum. Term time only, plus 5 training days.

The Head Teacher and Governors are seeking to employ a **Room Leader** to lead our two-year-old Nursery provision.

Shakespeare Primary School and Nursery is an expanding and thriving school in which Nursery plays a critical role in starting children's educational journey. This includes providing a Curriculum of Excellence, identifying where support may be needed for individual children and preparing them for the next stage in their development.

Who are we looking for?

The successful candidate will be a talented, passionate and committed individual who:

- is able to lead the care and learning in our two-year-old nursery
- is able to demonstrate a commitment to safeguarding
- has an excellent understanding of the development of two-year-olds
- holds at least a full and relevant Level 3 qualification
- believes in a responsive and individualised approach to the learning of young children

In return we can offer:

- a thriving and successful school with the well-being of staff and pupils at the forefront of all decision making processes
- welcoming and supportive colleagues
- a thorough induction process and welcome package
- a brand new building with fantastic facilities, complete with extensive free parking and strong commuter links
- individually tailored career development and training opportunities
- children who have a thirst for learning and a desire to do well which is reflected in the support we see from parents

Shakespeare Primary School is a place where children, staff and families flourish.

Established in the heart of the city we have the privilege of serving a culturally rich and diverse community that reflects the dynamic nature of modern Leeds. We pride ourselves on delivering high standards of learning and supporting the aspirations of our whole community.

Both the 'high staff team morale' (Ofsted 2019) and our oversubscribed pupil waiting lists reflect the care, passion and drive our school runs on.

As a larger school we have the flexibility of opportunity that enables staff to succeed and advance onto the next stages of their career.

Shakespeare is a thriving school that needs people with energy, vision, commitment and good humour to ensure it continues to be so. If you have these qualities, Shakespeare could be just the place for you.

Visits to our school are warmly welcomed upon request. Please contact us on **0113 5351000** or via email at recruitment@shakespeareleeds.org.uk to arrange a visit.

If you are unable to visit, but are interested in finding out more about the role and the school, please contact us to arrange an informal discussion with Mrs Amy Brealey, Deputy Head Teacher.

The closing date for applications is Friday 1 December 2023 at 9am.

The selection process will take place during week commencing 4 December 2023.



Meet the Team



Emma Corbett
Nursery Teacher & Leader

I've taught at Shakespeare for five years now and I can truly say that it is a unique and special place to work. Our Shakespeare families are amazing and the children we teach are always brimming with excitement and enthusiasm. Professional development has very high status and SLT always ensure that you are provided with opportunities to progress and develop your practice. I have grown so much as a teacher since starting as an NQT and developing into PSHE Subject Leader. Shakespeare is an exciting, busy and vibrant place to work. You make such a huge difference to the lives of children every day, without even realising it. If you love a challenge and have a good sense of humour then Shakespeare is the place for you.



Helen Collier
Nursery Nurse

I love working at Shakespeare for many reasons. The school has a warm, vibrant and welcoming feel and the staff team work closely together to ensure children learn in a fun, effective and tailored way. The support offered from the Senior Leadership Team means that I always feel like there is someone I can approach should I need guidance or help with anything. At Shakespeare there is always the chance to learn more as a professional which not only gives me the opportunity to grow as an individual, but to positively impact upon the experiences and learning of the children too.



Job description for

Room Leader 2-year-old Nursery

Job Title: Room Leader
Grade: C1, scale point range 12-17, starting on scale point 12
Accountable to: Nursery Leader/Senior Lead for EYFS/Head Teacher

Purpose of the Job

- To provide the highest level of support for children's learning, well-being and development within the provision.
- To lead and develop a team of practitioners within the two-year-old Nursery provision.
- To provide care and education of the highest quality that meet or exceed the professional inspection standards.

Main Duties:

1. To lead the care, learning and development of children in the two year old Nursery.
2. To work in partnership with the Senior Leader for EYFS and Nursery Leader to ensure the smooth running of the two-year-old Nursery. This will include staffing, organisation, implementation of policies and procedures and resources.
3. To work in collaboration with the Assistant Head Teacher to appraise other practitioners in the provision, including target setting and observation.
4. To provide early childhood care and education of the highest quality for children in an inclusive environment and provide high quality support for families.
5. To provide a broad and balanced EYFS curriculum that will meet the requirements of relevant National and Local standards.
6. To establish the Graduated Approach for children with Special Educational Needs (SEN) and to support children and families of children with SEN.
7. To observe and monitor children's development and contribute to written reports of their progress, to promote their well-being.
8. To liaise with and provide advice to, parents/carers; and other professionals involved with the child, including the two-year progress check or integrated review, depending on the child's age on entry.
9. Promoting partnership with parents and developing positive relationships where information about the child can be shared.
10. Daily planning of the environment and activities, with ongoing assessment of the children where they are regarded as unique individuals requiring personalised learning.

11. To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns and following school protocol/procedures.
12. Supervision of other staff in the room to ensure that high standards are maintained at all times.
13. Leading weekly team meetings to discuss the needs of the children.
14. To assist with the development and implementation of Individual Plans and Personal Care programmes.
15. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. To liaise with the internal or local primary school teachers and prepare reports that will assist in the children's smooth transition.
17. To supervise student placements; to prepare and present accurate, concise reports on these to the Manager and/or college tutors.
18. To support parents, carers and families in the successful admission and transition of their children.
19. To organise and participate in interesting and appropriate educational visits for children and families, observing health and safety policies and making risk assessments.
20. To take responsibility for a group of children during any building evacuation.
21. To undertake other duties commensurate to the post and grade as required by the Department.



Person Specification

Skills	Essential	Desirable	Method of assessment
Able to communicate with a wide range of people individually, in groups and at all appropriate levels	*		Application form & interview
Able to motivate children and sustain their interest in play activities	*		Application form & interview
Able to lead a room team	*		Application form & interview
Ability to safeguard children and support them to develop their resilience	*		Application form & interview
Able to plan effectively to support children's learning and develop their well-being	*		Application form & interview
Able to offer positive support for children's development and well-being as they progress through the Early Years Foundation Stage	*		Application form & interview
Able to prepare and present written reports to support children's development and well-being	*		Application form & interview
Able to offer support to children and families in a culturally sensitive, positive and non-judgemental way	*		Application form & interview
Able to work in a responsive partnership with parents and carers	*		Application form & interview
Able to complete risk assessments for activities conducted indoors and outdoors	*		Application form & interview
Able to develop children with special educational needs in an inclusive setting	*		Application form & interview
Able to supervise students		*	Application form & interview
Knowledge/Qualification/Training	Essential	Desirable	Method of assessment
A minimum of a full and relevant Level 3 qualification as defined at https://www.gov.uk/guidance/early-years-qualifications-finder	*		Application form, interview & certificates
GCSE Maths and English at grades A*-C or equivalent	*		Application form, interview & certificates
Knowledge of young children's development and a particular breadth of understanding of the development of two-year-olds	*		Application form & interview
Knowledge and understanding of practice in Safeguarding Children and Local Safeguarding Board procedures	*		Application form & interview



Knowledge/Qualification/Training	Essential	Desirable	Method of assessment
Knowledge and understanding of current legislation, policy and guidance relating to the Early Years Foundation Stage and the EYFS Reforms 2020.	*		Application form & interview
Knowledge of guidance documents which support the development of young children's learning including Development Matters and the Early Years Foundation Stage Profile.	*		Application form & interview
Knowledge of the SEN code of practice and the Early Support Programme	*		Application form & interview
Appropriate knowledge of First Aid		*	Application form & interview
Experience	Essential	Desirable	Method of assessment
Recent early years practitioner experience with two-year-olds	*		Application form & interview
Recent experience of leading a team of early years practitioners	*		Application form & interview
Behavioural and other related characteristics	Essential	Desirable	Method of assessment
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		Interview
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		Interview
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		Interview
An ability to respect sensitive and confidential work	*		Interview
Commitment	*		Interview

Physical Conditions

The post is currently based at Shakespeare Primary School and Nursery, Lincoln Road, Leeds, LS9 7NP.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service check and two references, one being from the candidate's current or last employer.

The school operates a non-smoking policy.

The school is accessible by disabled persons.

Economic Conditions

Salary Grade	C1
Scale point range	12-17, starting on scale point 12
Contract	Temporary to cover maternity, January 2024-January 2025
Annual leave	Working term time only (38 weeks per year)
Hours	37 hours per week. 8am-4pm Monday to Thursday, 8am-3.30pm Friday
Conditions of service	NJC conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

Relationships

The post holder will be required to work flexibly to deliver an efficient service. The post holder will also be required to perform any other reasonable task, outside of their job description, as requested by their line manager or any other senior member of staff.

There will be regular contact with pupils, colleagues, parents and carers, line managers and internal and external customers.

The Application Process

Please visit the vacancy section on our website, <https://www.shakespeareleeds.org.uk/about-our-school/vacancies/> where information and an application form can be downloaded.

Application form

Please ensure that each section of the application form is completed in full giving details of your educational achievements including grades and your employment history including reasons why you left previous roles. The presentation of the information should be clear, concise and in chronological order.

Please provide details of any gaps in your employment history. If you have undertaken any voluntary or unpaid work, please provide details.

In the knowledge, experience and skills sections please refer to the relevant sections of the person specification and use examples to demonstrate that you have the required knowledge, experience and skills for the role.

Should you have additional information relevant to the role that you have not had the opportunity to highlight in previous sections of the application form, please use the additional information section to support your application

The bottom of the application form should be signed, via an electronic signature if possible and dated.

References

Please provide details of your current or last employer. If you are currently working or have worked in a school, this should be the Head Teacher. Please provide the names, professional email addresses and daytime telephone numbers of your referees.

We are unable to accept references from family or friends.

Our safer recruitment processes state that we must follow up at least one reference in advance of an interview.



Submission of an application

Please submit your typed Leeds City Council application form and covering letter by 9am on **Friday 1 December 2023 at 9am** to recruitment@shakespeareleeds.org.uk. We will confirm receipt of your application.

We regret that we are unable to accept CVs.

If you have not heard from us within 4 weeks of the closing date, on this occasion you have not been shortlisted for interview. Thank you for your interest in Shakespeare Primary School.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

All posts are subject to a successful enhanced CRB check and two references, one being from the current or previous employer.

Safeguarding, Child Protection and equal opportunities

Shakespeare Primary School and Nursery is committed to equality of opportunity. We positively welcome applications from all sections of the community.

We are also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be made subject to a Disclosure and Barring Service check (formerly known as a criminal record check) and receipt of two satisfactory references, one being from the successful candidate's current or previous employer.

Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about and convictions and cautions that are not protected. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

For further information on the recruitment of ex-offenders please contact us on **0113 535 1000** or via recruitment@shakespeareleeds.org.uk.





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Lincoln Road, Leeds LS9 7NP | 0113 535 1000 | office@shakespeareleeds.org.uk

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