

# THORPEDENE PRIMARY SCHOOL

Southend East Community Academy Trust

ACHIEVING, CARING,  
RESPECTING WITH  
CONFIDENCE



**VACANCY**

**SECAT**

# WELCOME

BUILDING STRONG SCHOOLS  
BUILDING STRONG PARTNERSHIPS  
BUILDING STRONG COMMUNITIES

Since SECAT was established in 2016, it has developed beyond all recognition – but always with the focus on improving outcomes of our children and the lives of both our children and families.

We are a family of 6 successful schools all within our joint local community, served by staff who are passionate about engaging children in their learning.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

I look forward to meeting you and to working with the successful candidate to serve our local community and securing the best possible outcomes for our children and young people.

With very best wishes,

*Ruth Brock*

SECAT Chief Executive Officer



Building Strong Schools

Building Strong Partnerships

Building Strong Communities

[www.secat.co.uk](http://www.secat.co.uk)

SECAT

# EYTS TEACHER

**Job Title:** EYTS TEACHER  
**Grade:** SECAT Enhanced Unqualified Teacher Scale 1-6  
**Responsible to:** Headteacher  
**Location:** Thorpedene Primary School  
**Pay Range/Salary:** £18,603—£29,022  
**Start Date:** September 2022  
**Contract Type:** Permanent  
**Hours per week:** Full Time  
**Application Closing date:** 20/05/2022  
**Date of Interview:** 26/05/2022

Southend East Community Academy Trust (SECAT) and Thorpedene Primary School are seeking to appoint a Early Years Teacher.

The logo for SECAT is displayed on a dark blue puzzle piece. The puzzle piece is part of a larger arrangement of puzzle pieces at the bottom right of the page. The SECAT logo itself consists of the letters 'SECAT' in a white, sans-serif font, with a small blue puzzle piece icon integrated into the letter 'A'.

# KEY ROLE

## The post holder will:

- Implement and deliver an appropriately broad, balanced, relevant and inspiring curriculum for pupils, incorporating the areas of learning for Early Years Foundation Stage in line with the policies of the school and national directives.
- Facilitate, support and monitor the overall progress and development of EYFS pupils and designated groups of pupils.
- Prepare and implement support plans for individual pupils.
- Foster a learning environment and educational experience which provides pupils with the opportunity to develop and fulfil their individual potential.
- Share in the development and review of the EYFS curriculum, teaching materials, methods of teaching and assessment in collaboration with the wider EYFS team and EYFS Lead.
- Support and contribute to the school's responsibility for safeguarding children.
- Work in partnership with the Early Years Lead to develop the EYFS team.
- Closely liaise with parents, carers and other professionals within the Early Years Foundation stage, and the wider school, including fellow staff, subject leaders and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).
- Motivate children's learning, both indoors and outdoors, encouraging learning through experience and interests.
- Ensure the smooth transition between Nursery and Reception.

# MAIN AREAS OF RESPONSIBILITIES

- Teach all areas of the Foundation Stage curriculum.
- Be responsible and support the EYFS lead to ensure effective planning, preparation and evaluation of all aspects of EYFS provision.
- Provide pastoral care and support to children and provide them with a secure environment in which to learn.
- Develop and produce quality visual aids, teaching resources and areas of continuous provision within the EYFS unit.
- Organise learning materials and resources, making imaginative use of resources.
- Assist with the development of children's personal/social and language abilities.
- Support the development of children's basic skills, including physical coordination, speech and communication.
- Encourage children's mathematical and creative development through stories, songs, games, drawing and imaginative play.
- Develop children's curiosity, knowledge and skills through our skills based provision offer.
- Work with others and contribute to the strong and experienced team ethos of the school, to plan and coordinate work both indoors and outdoors.
- Share knowledge gained with other practitioners and parents/carers.
- Observe, assess and record each child's progress and prepare reports for external agencies.
- Ensure the health and safety of children and staff is maintained during all activities.
- Keep up to date with changes in the EYFS and developments in best practice.

# MAIN AREAS OF RESPONSIBILITIES

## General Duties

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

# PERSON SPECIFICATION

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• EYTS—Early Years Teacher Status (Level 6 Early Years)</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within a school environment</li></ul>
Skills and Knowledge	<ul style="list-style-type: none"><li>• Ability to prioritise work effectively</li><li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li><li>• Ability to respond positively to and actively support Senior Management within the Trust</li><li>• Experience in the line management of staff</li><li>• Able to lead, develop and motivate a team of staff, delegating duties as required</li><li>• Ability to work as part of a team</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

# PERSON SPECIFICATION

Requirement	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"><li>• Able to maintain confidentiality in all circumstances</li><li>• Proactive approach to work being responsive, empathetic and supportive to all within the school</li><li>• Able to establish effective relationships with those working in and with the school</li><li>• Ability to build and form good relationships with colleagues, parents and children</li><li>• Understand the importance of physical and emotional wellbeing of staff and pupils</li><li>• Have a sense of humour</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

# SAFEGUARDING NOTICE

Thorpedene Primary School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment.

All offers of employment are subject to an Enhanced DBS check, references, medical clearance, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please review our **RECRUITMENT AND SELECTION POLICY AND PROCEDURE**.

## EQUAL OPPORTUNITIES

Thorpedene Primary School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our children and staff.



SECAT

# HOW TO APPLY

To make an application please visit [www.secat.co.uk](http://www.secat.co.uk) for Guidance Notes and to download SECAT Application Forms to be returned completed by the closing date 20 May 2022 to [hr@secat.co.uk](mailto:hr@secat.co.uk)

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.



(01702) 582225



[office@thorpedene.secat.co.uk](mailto:office@thorpedene.secat.co.uk)



[www.thorpedene.southend.sch.uk](http://www.thorpedene.southend.sch.uk)



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[@thorpedene\\_pri](https://twitter.com/thorpedene_pri)

A graphic of several interlocking puzzle pieces in shades of blue and purple, arranged in a row at the bottom right of the page. One piece in the center has the word 'SECAT' written on it in white.

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PRIMARY SCHOOL



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A light blue puzzle piece graphic is positioned behind the word 'SECAT'. The puzzle piece is tilted and partially overlaps the letters 'C' and 'A'.