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**EYFS TEACHER (MATERNITY COVER)**

**Edukos Trust  
at DUNSWELL ACADEMY**

**Application Pack**



## Contents

Welcome Letter.....	3
Advertisement.....	4
Ethos and Vision.....	5
Job Description.....	6
Job and Person Specification.....	8
Explanatory Notes .....	10
Safeguarding Children & Young People .....	10
Interview Process .....	10
Conditional Offer: Pre-Employment Checks.....	11



# Welcome Letter

Dear Applicant

Thank you for expressing an interest in our position of class teacher, working at Dunswell Academy within the Edukos Trust family of Schools.

Yours Faithfully



Catherine Burrell and Alison Oxtoby  
Head Teachers

# Advertisement

EYFS Teacher (Maternity Cover)  
Required: September 2024  
Salary: M1–6 (depending on experience)  
Hours: 100% full-time equivalent



Candidates interested in applying for this post can find out more by reading the full application pack which can be downloaded from the Trust's website.

We are looking for a nurturing teacher who is ambitious for good outcomes for children, to join our small, friendly team here at Dunswell Academy. We have four classes and three of these are mixed age. Our EYFS class is our only single year class. We currently have 93 pupils on roll. Due to our small size, we are able to develop great relationships with children and parents and this gives school a very familiar way of working. We are committed to very high standards for all our pupils and believe in celebrating their unique talents and abilities while supporting them to achieve the absolute best that they can.

As part of Edukos Trust, we benefit from the skills and expertise of teachers and leaders from four other schools. This includes support with teaching particular year groups, subject leadership and other roles and responsibilities, such as assessment.

It is intended to hold interviews on Wednesday 12<sup>th</sup> June. Candidates are requested to submit applications by Friday 7<sup>th</sup> June by 9am. A Letter to the Applicant is included in the full application pack and a downloadable application form is available from our website; submissions should be sent via email to: [office@dunswellacademy.co.uk](mailto:office@dunswellacademy.co.uk).

Edukos Trust is committed to:

- Promoting equality, diversity and inclusion;
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its children and its workforce, ensuring that no individual or group is disadvantaged.
- Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The suitability of all prospective employees/volunteers will be assessed during the recruitment process in line with this commitment. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. See our Safeguarding and Child Protection Policies on the [Trust Website](#). Please note, online searches will be done as part of due diligence checks.

# Exceptional. Together.

means to us..

*“Supported by our belief that through working with each other, #together we create a unique organisation with high expectations and high-quality work that make us #exceptional.”*

This is underpinned by our core values: #friendly, #growth, #trust.

**#friendly** means to us...

Organisational behaviours and an environment that:

- is kind,
- is caring,
- is co-operative,
- are conducive to positive interactions,
- build positive relationships,
- allows for communication,
- allows for collaboration,
- supports wellbeing,
- builds community; and
- allows for conflict resolution.

**#growth** means to us...

Organisational behaviours and an environment that:

- allows for development,
- advancement of personal abilities,
- associated with positive change,
- allows for improvement,
- sustainability,
- higher standards,
- improving efficiencies,
- achieving goals,
- cultural; and
- new possibilities.

**#trust** means to us...

Organisational behaviours and an environment that:

- give confidence,
- promote integrity,
- reliability,
- honesty,
- involves a willingness to be vulnerable,
- to depend on others,
- fosters a sense of security,
- relationships,
- risk reduction,
- innovation and creativity,
- ethical behaviour,
- emotional wellbeing; and
- loyalty.

## TRUST GROWTH FRIENDLY

We have trusted relationships with children and staff, so that everyone can be the best version of themselves.

We want to see everyone ‘growing’ in their confidence, knowledge, understanding of their role.

We operate in a friendly way with one another in all that we do.

# Job Description

EYFS Teacher (Maternity Cover)

Salary: M1–M6 (depending on experience)

Employed by: Edukos Trust

Responsible to: Executive Head Teacher/ Head of School

Location: Dunswell Academy



## Main purpose

- To support the Executive Head Teacher/Head of School by carrying out the statutory tasks as laid down in the current School Teachers' Pay and Conditions document.
- To provide the highest possible standards of teaching and learning, spiritual and moral development to the EYFS children in your care. To uphold the values of the school.

## Main responsibilities

- General responsibility for the constant promotion of high standards of care, discipline and well-being of all the children in school.
- Working within agreed teaching and learning policies, with a view to promoting the abilities and aptitudes of all children in any assigned class or group.
- Work as part of a team, supported by colleagues within the year group and the subject leaders, and under the direction of the head teacher or his/her representative.
- Promote the general progress and well-being of individual children and of any assigned class or group.
- You will also participate in whole school and individual training, and professional development deemed necessary in the School Improvement Plan, or individual, professional development meetings with the head teacher.

## Main decisions

- Set targets, assess, record and report on the development, progress and attainment of children.
- Provide or contribute written or oral assessments, reports and references relating to individual children or groups of children.

## Main accountabilities

- Teach, according to individual children's needs, including the setting and marking of work to be carried out in school or elsewhere. Ensure the needs of SEND children, as identified within their support plan, are taken account of in lesson planning where appropriate.
- Provide or contribute written or oral assessments, reports and references relating to individual children or groups of children.

## Main activities

- Carry out the professional duties of a main grade teacher as detailed in the Teachers' Pay and Conditions document.
- Plan, prepare and evaluate units of work and lessons to be delivered by you and all staff teaching the class you have responsibility for which fulfils the school's aims, policies and agreed procedures; and statutory requirements set out in Early Years Foundation Stage.
- Become very familiar with Development Matters.

### Behavioural competencies

- Maintain good order and discipline among the children and safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.

We are committed to safeguarding and promoting the welfare of students and expect all employees and volunteers to share this commitment. This post is subject to an enhanced DBS (Disclosure and Barring Service) check.

### General Information

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and the welfare of him/herself and other employees in accordance with legislation. The above duties may involve having access to information of a confidential nature which may be covered by the General Data Processing Regulation (EU) 2016/679 and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times

# Job and Person Specification

Requirements – (based on the job description)	Essential	Desirable	Assessment
<b>QUALIFICATIONS &amp; TRAINING: the successful candidate will:</b>			
Degree or equivalent	√		CQ
Relevant Teaching qualification	√		CQ
<b>SKILLS &amp; EXPERIENCE: the successful candidate will:</b>			
Experience of working in an EYFS class		√	R
Evidence of Good/Outstanding teaching.	√		R
Working as part of a team.	√		R I
Ability to recognize the needs of SEND and more able pupils.	√		R I
Experience of managing teaching assistants in the classroom.	√		R
Experience as a Subject Leader.		√	R I
Training in meeting the needs of SEND pupils.		√	I
Knowledge of the principles of 'Talk for Writing'		√	I
Knowledge of the principles of Little Wandle letters and sounds revisited.		√	I
<b>KNOWLEDGE: the successful candidate will:</b>			
Good understanding of how to implement the EYFS curriculum and knowledge of development matters.	√		I
Understanding of how specific subjects need to be taught with both substantive and disciplinary knowledge.	√		I
Knowledge of how to personalize learning for all learners.	√		I
Good understanding of why we assess in school.	√		I
Good behaviour management techniques.	√		R I
<b>PERSONAL TRAITS: the successful candidate will:</b>			
Adaptability and willingness to learn.	√		I
A calm but firm manner.	√		I
Confidential, caring and considerate.	√		R I
The ability to co-operate with others and to work with others as a member of the school team.	√		R I
Able to respect others.	√		R I
Good relationship with parents.	√		R
High expectations of yourself and others.	√		R I
Enthusiasm and patience.	√		R I
Skills that could be offered as an extra curriculum activity.		√	I



Requirements – (based on the job description)	Essential	Desirable	Assessment
<b>Application Form and Letter</b>			
The form should be fully completed and free from error and the letter should be clear and concise and related to this specific post	√		AF
<b>Confidential References and Reports</b>			
References should provide a strong level of support for relevant professional and personal knowledge, skills and abilities related to above	√		R

<b>Key to Method of Assessment</b>			
AF	Application Form	CQ	Certificate of Qualification
I	Interview	T	Test/assessment
R	Reference	P	Presentation

## Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

### Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including DBS checks.

- Candidates should be aware that all posts in Edukos Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the **Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**. Please see the Trust's application form for further information on this.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Owing to the number of applications we receive; it is not possible to contact all applicants to confirm if they have been successful in securing an interview. Therefore, please assume that if you do not hear from us by the interview date, that in this instance you have been unsuccessful. We would like to thank you for taking the time to apply.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate;
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post;

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.*

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications;
- List 99 check;
- Satisfactory DBS Disclosure;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

To apply please complete the Edukos Trust application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date:** Friday 7<sup>th</sup> June at 9am      **Interviews:** Wednesday 12<sup>th</sup> June

### Applying:

Our preferred method for applications is a completed form which should be returned in electronic format to the email address provided in the job advert.