



Early Years Lead and Class Teacher: Recruitment Pack

April 2025





Job advert

Rockcliffe First School is seeking to appoint an Early Years Lead and Class Teacher to join the Rockcliffe Family at our welcoming and successful school. Our school is at the heart of our local coastal community, has incredibly keen and thoughtful children and has a committed and creative staff team. We achieve consistently high academic results and we strive to help our children become successful learners, confident individuals, and responsible citizens.



To help us achieve this, we offer:

- a broad, dynamic, and challenging curriculum which allows us to be the best we can
- a safe and inclusive community in which we all feel welcome
- a rich creative environment in which everyone will flourish

We are looking to recruit a new Early Years Leader who:

- Is an outstanding Early Years practitioner with a track record of excellent outcomes for all learners
- Inspires children to have a love of learning and to be ready for the next stage of their education
- Will ensure a high-quality education by effectively leading and managing teaching and learning in our Nursery and Reception classes
- Has experience of leading successful initiatives and teams in a school setting
- Will lead on whole school initiatives and priorities
- Has shown a commitment to their own professional development
- Is ready for the next exciting step in their career

You will work alongside our recently appointed Head Teacher and be a part of our existing Senior Leadership Team to continue to build on the many successes of the school.

School tours and visits: Monday 7th April at 9.30am or Wednesday 9th April at 4pm. Please email office@rockcliffeschool.org.uk to book a place. Please return completed applications by email (office@rockcliffeschool.org.uk) or post by **midday on Monday 28th April 2020**.



Headteacher's welcome

Dear applicant,

Thank you for your interest in the post of Early Years Lead at Rockcliffe. I took up post in January 2025 and I'm very excited to be leading Rockcliffe during its next exciting chapter. Following the school's very successful Ofsted in 2024, there are many strengths to build on over the coming years. Following the retirement of the current Early Years post holder, we are looking for someone to join our existing Senior Leadership to shape the future successes of our school.

Our historic school building overlooks the beautiful Whitley Bay coastline and has a rich history of educational success. We have a 45 PAN and can offer you over 270 keen, eager and inquisitive children with a strong moral compass. The children have made me feel so welcome and it has been a real pleasure getting to know them and their interests and achievements. We have a 26 place Nursery and our popular and over subscribed Reception is taught in two small classes of less than 25.

Our staff team are incredible and go above and beyond for the children every day. Their knowledge and understanding of the children and families is second to none.

The school describes itself as the Rockcliffe Family and it is exactly that. I have been well and truly welcomed by all members of staff and I know this will be the case for the successful candidate.

We are well supported by our families who are passionate about the school. The school is very much a community school and you really get that feeling on the playground at the start and end of the day.

No week is the same at Rockcliffe. We are involved in so much – from skipping festivals, to residential, to charity fundraising to singing events. The list is endless. Please see the events in our newsletters on our website to find out more.



I look forward to receiving your application,



Tom Jones



Chair of Governor's welcome

Dear Applicant,

As Chair of Governors at Rockcliffe First School I would like describe Rockcliffe briefly to you. We are a 45 pupil entry First School.

The school has a strong community ethos where all are welcomed and it is a Sanctuary School.

We describe ourselves as a Family of Rockcliffe and we expect everyone to participate in this caring environment where all members are helped to reach their potential and barriers to learning are lessened by well thought out interventions.

The school has a strong creative aspect and one of the many highlights is our participation in the Whitley Bay Carnival and the Mouth of the Tyne Festival.

We welcome applicants who have:

- a high level of teaching skill
- a clear caring ethos
- a cheerful nature
- and a willingness to help all to help all

If you feel you would enjoy working at Rockcliffe First School we look forward to receiving your application.

Kind Regards,

Judy Williams





Job description

Job Description		
Role Title	Typically reports to	
Early Years Leader and Class Teacher	Headteacher	
JE Code	Grade	Date of profile
N/A	TLR 2A	01/04/2025
Purpose of the role (job statement)		
As the Early Years Lead, you will lead the development and delivery of a rich and engaging Early Years curriculum that, fosters a love for learning and inspires children. You will champion best practices in education, ensuring all children experience a stimulating environment where they can thrive socially, emotionally, and academically. By leading and supporting your team, you will create opportunities to ensure every child develops a strong foundation for their future education. Your leadership will promote inclusivity and high standards, supporting both staff and families to ensure every child is celebrated and reaches their full potential. You will: - carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. - be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has Pupils who achieve well. - carry out the duties of a classroom teacher as set out in the 'School Teachers Pay and Conditions Document and to meet the core Professional Standards for Teachers contained within the Framework in the STPCD.		
TLR Responsibilities		
The duties of a teacher awarded a TLR include a significant responsibility that is not required of all classroom teachers, and that – • Is focused on teaching and learning. • Requires the exercise of a teacher's professional skills and judgement. • Requires the teacher to lead, manage and develop a subject area; or to lead and manage pupil development across the curriculum. • Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and • Involves leading, developing and enhancing the teaching practice of other staff.		

Responsibilities
General: To carry out Planning, Teaching and Class Management: to teach allocated Pupils by planning their teaching to achieve progression of learning through:-
• Support the policies, ethos and vision of the school and actively promote high levels of achievement in the early years stage. • Formulate and promote the aims and objectives of the early year's stage. • Seek and implement areas for school improvement and the development of staff about early years. • Evaluate the effectiveness of the provision in early years in close collaboration with the senior leadership team.
Teaching and Development
• Lead the early years team in the planning and delivery of a creative and stimulating curriculum. • Ensure the curriculum supports a range of learning styles and develops children's independence. • Take responsibility for high quality teaching provision throughout the Early Years. • Ensure curricular policy development is focused on continuous improvement. • Ensure all early years children are able to learn and achieve to the best of their various abilities. • Ensure the requirements for the early year's stage, including the arrangement of assessment are met. • Monitor the progress of children and report evaluated data to the head teacher, Governors and Development Partner. • Work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement. • Organise opportunities for children in the early years stage which are appropriate to the curriculum. • Share and model outstanding practice.
Leadership and Management
• Contribute to the leadership and management of the school. • Work with the senior leadership team to ensure the successful implementation of school policies and procedures. • Establish and maintain positive working relationships with all members of staff. • Provide support and guidance for members of the early years team. • Lead training and development and evaluate the outcomes. • Organise and manage the day-to-day running of early years teaching, including efficient use of teaching resources. • Plan and lead early years meetings and ensure effective communication with staff. • Support the senior leadership team in the performance management of staff in the early years department. • Review and evaluate early years policies and procedures. • Support the induction process for new members of staff. • Stimulate colleagues and pupils alike, by creating a supportive, challenging and positive environment. • Manage own professional development by attending training opportunities such as in-service training. • Keep up-to-date with current research and progression in early years.

- Undertake duties as a Deputy Designated Safeguarding Lead

Communications

- Develop and maintain effective relationships with parents, colleagues, the local governing body, the local community and other schools
- Maintain an excellent relationship with our SENCO in order to ensure effective early identification, intervention and SEND approaches within the Early Years.
- Develop and maintain links with the LA advisory and support services.
- Actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning in early years.
- Ensure parents are well-informed about the curriculum as well as their child's progress and targets
- Provide necessary information to the governing body to ensure it meets its responsibilities.
- Communicate any local and national changes to members of early years staff
- Liaise with other colleagues to ensure a smooth transition for all pupils from early years to Key Stage 1.
- Collaborate with subject leaders to ensure the deliberate and consistent progression of skills and knowledge from Nursery to Year 4.

Other Professional Requirements:-

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as open evenings, parents' evenings, review days and events with partner schools.





Person specification

Person Specification – TLR2 Teacher Primary			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills/Knowledge /Aptitudes	Knowledge of the National Curriculum for their subject.	E	A I
	Willingness to keep up to date in subject knowledge and national developments.	E	A I
	Ability to plan and teach effectively using a variety of strategies.	E	A I
	Excellent interpersonal skills with both adults and children.	E	A I
	Willingness and ability to work as part of a team.	E	A I
	Ability to communicate effectively both verbally and in writing.	E	A I
	Ability to prioritise and organise own work.	E	A I

	Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines.	E	A I
	Knowledge of Health and Safety procedures and their application.	D	A I
	To have a 'can do' philosophy.	E	A I
	To enjoy working with young people.	E	A I
	To be flexible, energetic, adaptable and have the ability to use initiative.	E	A I
	To identify and develop opportunities.	E	A I
	To carry out professional duties in a positive, helpful and courteous manner.	E	A I
	To have high aspirations and expectations for their students and themselves.	E	A I
	Committed to raising standards and continuous improvement.	E	A I
	To be dedicated to the success of the students, their teams, the school and themselves.	E	A I
Qualifications and Training	Qualified Teacher Status	E	A
	Degree /PGCE or equivalent qualifications	E	A
	Evidence of CPD	E	A I

Experience	Teaching within the subject area in early years.	E	A
	Excellent people skills –motivating, nurturing and challenging children and adults to achieve their best.	E	A I
	Ability to work cooperatively as a leader and member of a team.	E	A I
Disposition	Committed to personal development.	E	A I
	Willingness to contribute to other areas of school life.	E	A I
Conditions of Service			
Teachers pay and conditions of service.			

