

#EMATters



Application Pack
Early Years
Unqualified Teacher



"Every child deserves to
be the best they can be"

Welcome to Castle Academy

We're a primary school based in Northampton, proudly rated GOOD by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and we are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every child.

Our vision is "Castle never stops learning" and we educate pupils to reach their full potential in an inclusive, happy and secure environment. Our curriculum is inclusive, encompassing the needs of all learners and is delivered by passionate and supportive staff who strive for quality and consistency. Our school is situated in a culturally rich and diverse community, and we take every opportunity to celebrate our commonalities and differences by teaching children to work respectfully and cooperatively.

We believe in a fully inclusive school where all children, including those with special educational needs can learn, succeed, and achieve. We are proud of Caterpillar Pod, our specialist provision for EYFS and KS1 children aged between 4 and 7, who have an EHCP for communication and interaction needs, specifically Autism Spectrum Disorder ASD.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Castle Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Castle Academy.



Zoe McIntyre
Executive Headteacher

Post Description:	
Post title:	Nursery Early Years Educator – UQT status
Responsible to:	EYFS Phase Lead
Liaising with:	EYFS Team and Heads of school
Pay range:	UQT Pay Range UQT 1 – UQT3 £21,731 - £26,716
Contract terms:	Permanent
Closing Date:	25.05.2025
Interview Date:	W/C 02.06.2025

Job Purpose:

- To ensure that the standards of teaching and learning in the school are of the highest possible quality.

Responsibilities include:

- To be responsible for a large group of children in our nursery provision, including the learning, resourcing the environment, evaluating learning and record keeping.
- To work alongside the EYFS Lead who will support you in planning, preparation and delivery of learning and development.
- Oversee and provide the planning and delivery of group times and scheduled work time to ensure they meet the specific needs of your group of children.
- Analyse children's progress and attainment for the group of children – noticing trends, areas of strength and next steps. Implementing this into the provision.
- Make judgements about children's stage of development – aware of stages of development.
- Complete assessments termly on child development including narrative reports for parents.
- Organise and co-coordinate parent consultation meetings to share progress and attainment.
- Organise, co-coordinate and monitor record keeping, books and displays that inform parents of the children's learning.
- Line manager responsibilities.
- Organise and plan staff deployment of the provisions and interventions.
- Responsible for the review and consistent implementation of key routines.
- Responsible for reviewing and maintaining physical environments.
- To be responsible for daily communication with parents.
- To be responsible for creating effective and positive relationships with both the children and the parents in the nursery setting.
- To be responsible for communicating with your team about the necessary plans for the provision, changes to routines and or key messages from parents.
- Oversee and be responsible for parent events being planned for and delivered effectively.
- Report any safeguarding concerns or accidents at home/nursery and be prepared to have conversations with parents or professionals.
- Provide information and guidance to EYFS lead on the children's developmental needs – support and guide with parent events and home learning plans.
- Responsible for keeping up to date with any changes to statutory or non-statutory guidance and procedures for the Early Years sector, this includes KCSIE, GDPR, Statutory Framework, Development Matters and Birth to Five.

- To work together to form a consistent approach to behaviour management.
- To report any cause for concern on 'my concern' regarding a child's health or welfare. Report if necessary to a DDSL/DSL.
- To work as a team member, taking responsibility for maintaining high standards in the organisation and care of resources and equipment.
- To record any accidents on 'Smart Log' and report this to the parent/carers.
- To attend, weekly team and staff meetings, all training days (five per annum) and sessions for parent consultations where appropriate.
- To organise/participate in visits and outings which extend the curriculum, as well as other social activities which are part of the nursery's involvement in the community.
- To undertake any other duties and tasks which may be reasonably required by the Head of school.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Minimum of BTech, NNEB, NCFE CACHE Level 3 Diploma (Early Years Educator), NVQ level 3 Diploma in Early Years Education. 	<ul style="list-style-type: none"> • Working towards Level 5 or 6 – Early Years Teacher.
Experience	<ul style="list-style-type: none"> • Significant experience of working in a nursery setting as part of a team. • Work with children in the 3-4 year old range in an early year setting. • Leading planned group times. • Leading planning for groups of children. 	<ul style="list-style-type: none"> • Work with children who have social or Special Educational Needs (SEN). • Work with children from 2 years. • Experience of working with children with Speech and Language difficulties and SEND.
Knowledge and skills	<ul style="list-style-type: none"> • An understanding of issues relating to child protection. • An understanding of issues relating to children who may have social or Special Educational Needs. • A thorough understanding of the needs and development of young children. • A thorough understanding of evidence informed best practice and theory. 	<ul style="list-style-type: none"> • Ability to use IT effectively.

	<ul style="list-style-type: none"> • A thorough understanding of planning and providing an appropriate early years curriculum with knowledge of the Early Years Foundation Stage. • Ability to communicate effectively with parents and professionals. 	
Personal qualities	<ul style="list-style-type: none"> • Ability to work effectively as a member of a team. • Ability to be flexible and manage change. • Ability to use initiative and show enthusiasm. • Non-judgemental attitudes in relation to working with families. • Understanding of commitment to inclusion and anti-discriminatory practice. 	

Compiled by:	Revision Number
Approved by:	Revision Date __/__/__

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this

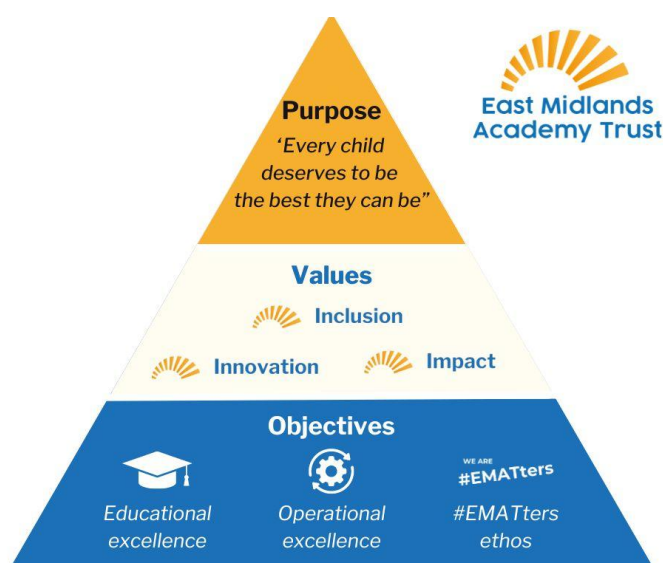
exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 25.05.2025

Interview Date : W/C 02.06.2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

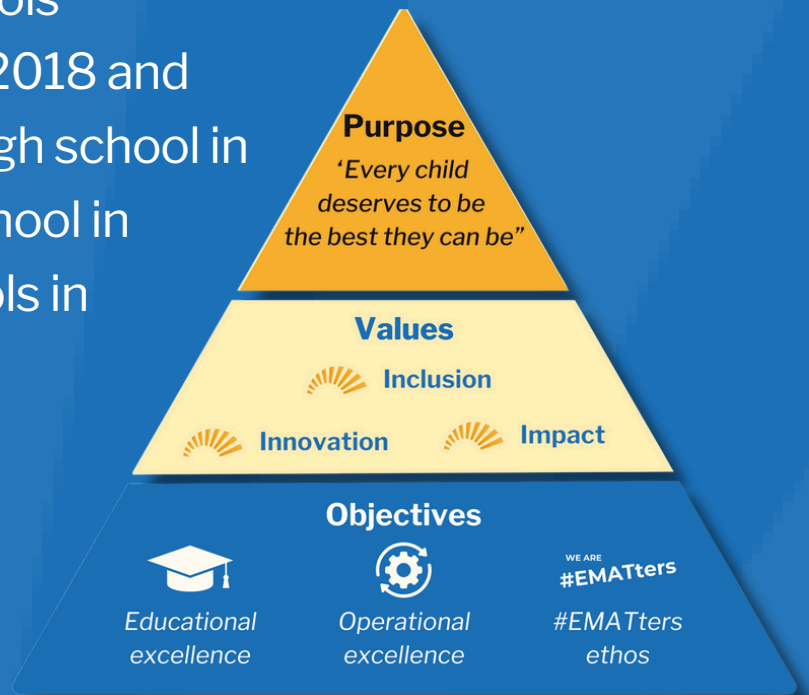
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

