



RECRUITMENT PACK

EYFS Leader and Class Teacher

MPS/UPS + TLR 2A



ROUNDHAY
SCHOOL

PRIMARY CAMPUS

Job Application Pack

For the position of

EYFS Leader and Class Teacher

Full Time, Permanent

Start Date: 1st September 2026

MPS/UPR + TLR 2A (£3,527)

To apply, please click on the link below to be directed to our online recruitment system

[Roundhay All-Through School, Leeds, West Yorkshire | Teaching Jobs & Education Jobs | MyNewTerm](#)

Further guidance on making an application, as well as information on our school is provided at the end of this job pack and at our vacancies page using the link above.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs.

The application deadline for this position is **Wednesday 22nd April 9am**

If you would like to look around our lovely school on 20 April 2026 at either 2pm or 4.30pm, please email jkelly@roundhayschool.com.

We encourage early applications and reserve the right to close this vacancy at any time.


For our Ofsted Report:

<https://reports.ofsted.gov.uk/provider/28/108076>

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HEAD OF PRIMARY Mr. A. Field | DEPUTY HEAD TEACHER Mr. D. Mitchell



ROUNDHAY
SCHOOL
PRIMARY CAMPUS

Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in becoming a member of staff at our Primary Campus. This is a fantastic opportunity to join the Primary Team at our highly successful all-through school which achieved 'World-Class' accreditation in January 2023, OFSTED Outstanding in November 2023 and Primary School of the Year in November 2021.

We are currently looking to recruit a permanent **EYFS Leader and Class Teacher** to join our excellent team. The aim of all colleagues at Roundhay School (Primary Campus) is to ensure our children become 'Recognisably Roundhay' and are fit and ready for their future beyond the Primary Campus. We work hard as a team to ensure that all staff and pupils feel happy, valued, and listened to. As a multi-cultural and very diverse school, we welcome applicants from all backgrounds, cultures, faiths and religions. Everyone is welcome here at Roundhay.

The successful candidate will:

- Be a highly skilled and knowledgeable individual
- Be hard-working, positive and enthusiastic with a passion for striving for excellence
- Set high expectations which nurture, inspire, motivate and challenge all pupils
- Have positive working relationships with children, staff and parents
- Respect and embrace the diverse intake of children and families that we serve. Living and breathing one of our core values: 'We Celebrate Diversity'.

The successful candidate will have access to our comprehensive staff wellbeing package which includes:

- ❖ An excellent suite of continuous professional development
- ❖ Access to our 'School Advisory Service' which includes free GP, counselling and physiotherapy services along with menopause, weight-loss and wellbeing support
- ❖ Access to the 'Vivup' employee benefit package which also includes discounted car leasing and discounts on high-street purchases
- ❖ Further staff wellbeing and social opportunities including visiting coffee vans, social events and more!

Our current Early Years unit is very strong and successful and due to the promotion of our current EYFS leader, we are looking to recruit a new Early Years leader to continue this journey of excellence. If you care passionately about the Early Years and want to work in an environment that truly strives for excellence, this job could be for you! **This role includes being class based for four days a week and having a day for leadership responsibilities and PPA time**

As a final point, we appreciate that artificial intelligence can be a helpful tool, however, we value applications that are **authentic, concise and clearly written**. Please avoid submitting lengthy, generic applications generated by AI, and instead focus on clearly summarising your experience and achievements.

To book onto one of our tours, please email jkelly@roundhayschool.com.

Choosing a new school can be a hard decision so to help you with this, please watch our recruitment [video](#).

We look forward to reading your application.

Yours sincerely

Alastair Fox-Field
Head of Primary



HEAD OF PRIMARY Mr. A. Field | DEPUTY HEAD TEACHER Mr. D. Mitchell

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**ROUNDHAY
SCHOOL**

EST. 1903

Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in the advertised position at our **'outstanding school'** (Ofsted 2024).

We are looking for an enthusiastic and committed colleague who is willing to do **'whatever it takes'** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding sixth form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being **Responsible, Resilient and Ready to Learn** and what it means to **be Roundhay**. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing development and wellbeing.

Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable, infectious place to work and learn; staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours sincerely



Matthew Partington
Executive Headteacher



HEADTEACHER
Matthew Partington

HEAD OF SECONDARY
Jenny Hogarth

DEPUTY HEADTEACHER
John Mattinson

School Overview

All-Through

Being part of an all-through school offers a wide range of opportunities for both staff and pupils. In addition to specialist teaching, which take places across both campuses, children also benefit from subject leaders from across all phases working together to design and implement high quality curriculums.



A seamless transition from primary to secondary is enabled by exploiting opportunities for cross-phase working so that children are familiar with staff, facilities, and routines. For example, pupils from each campus regularly make visits to the other campus as part of the curriculum such as to watch a performance or take part in a joint activity. Opportunities for the children to give something back to the school community and take on responsibilities are offered through schemes such as Year 9 lunchtime leaders at primary; Year 10 Community action; Sixth form volunteers; Sports Leaders; and Pupil Ambassadors across the whole age range.

Opportunities are provided for professional development for staff who are encouraged to drive their own learning. Educational continuity is possible when staff collaborate across phases. Subject and pedagogical expertise are shared and developed.

Parents also have peace of mind knowing that their child will be continuing their education at the same school from age 4 to 18, allowing for the development of strong working relationships with school staff that will be sustained throughout their child's time at Roundhay.

Primary Phase

Staffing

The senior leadership team at our Primary Campus currently consists of a Head of Primary, Deputy Headteacher and a wider leadership team including Assistant Headteachers and middle leaders. We have classes from Reception to Year 6. Class teachers are well supported by a number of teaching assistants, special needs assistants, admin staff and a highly skilled inclusion team.

Accommodation

The Primary phase is positioned on a stunning green-field site, approximately one mile from the secondary campus, near the perimeter of Roundhay Park. The building was completed in April 2013 and offers state-of-the-art facilities and resources including. The substantial outdoor space includes playgrounds with extensive play areas and fixed equipment to promote physical development; a multi-use games area for use at playtimes and in PE lessons; a large field for a range of sports and a specialist forest school area. We also have a dedicated computer suite, art studio and an inclusion centre which caters for those on the SEND register.

The Curriculum

At Roundhay, our curriculum is carefully designed, implemented, and reviewed to ensure that our core values are **LIVED** through everything that we do within and across our school. We **strive for excellence** on a daily basis to ensure children are responsible, resilient and ready for their next chapter at Roundhay.

Our curriculum is designed with ambition, for all of our pupils, to create a broad range of opportunities and memorable experiences which ensure that children are:

**Happy
Safe
Show respect
Enjoy a challenge
Celebrate diversity
...and are Ready and fit for their future!**

We tailor our curriculum to suit the context of our school because Roundhay pupils need:

- **Talk and rich language environments** with explicit teaching
'Our learning floats on a sea of talk'
- **Stories, conflicts, and dilemmas** to be curious about, explore and learn from...
- To **connect their knowledge, skills and understanding through spaced repetition** and through the teaching of **dense ideas**
- **'To see themselves through our curriculum'** to ensure high levels of engagement and pupil participation
- **Explicit teaching of emotional literacy, self-regulation, and wellbeing** so that
- To develop children's **strength of character** by learning through key themes which support children's global development and allow them to become change agents

Find out more by visiting <https://www.roundhayschool.org.uk/primary-school/curriculum/>

OUR EYFS UNIT

Our EYFS unit consists of two classes, each led by a class teacher. In this role, you will take responsibility for one of these classes and work as part of a well-established and supportive team. The unit is supported by an experienced group of staff, including a Senior EYFS Teaching Assistant, class-based TAs and SEND TAs. In addition, we have an internal specialist provision that supports some children with additional needs to access mainstream learning.

The unit benefits from excellent facilities, including two well-resourced classrooms and a shared central space known as *the Studio*, which supports creative provision. The unit is complemented by a large outdoor area featuring a giant sandpit, climbing frame and mud kitchens, alongside a covered canopy area that enables high-quality outdoor learning in all weathers

We place a strong emphasis on teamwork and collaboration. The unit operates as a whole, with children being able to access both classrooms and all provision areas. The EYFS team meets briefly each morning to discuss the day ahead and address any key operational matters. There is also a weekly meeting focused on EYFS practice and training, ensuring that staff continue to develop their knowledge and maintain a consistent approach across the unit.

The EYFS Leader is class-based for four days each week, with one dedicated day for leadership and responsibilities and PPA time. During this time, they are expected to support and develop staff, monitor provision and contribute to the ongoing development of the unit. At Roundhay, phase leaders are visible and actively involved in their phases, working alongside colleagues rather than from behind a desk. The EYFS Leader reports to the Assistant Headteacher for Lower School who will be responsible for their induction, on-going training and support.

School Highlights

Primary School of The Year 2021

Roundhay Primary Campus was awarded the Primary School of the Year Award 2021 at the Pearson National Teaching Awards.

We were selected from thousands of nominations, and Roundhay Primary campus was honoured alongside fellow Gold Winners across 15 categories.

Alastair Field (Head of Primary Campus) said “I was blown away when we discovered that we have won this national award. It is a real testament to the hard work of our amazing pupils and staff who work tirelessly to do ‘whatever it takes’ to make our school such a wonderful and happy place to work and learn!”

Matthew Partington (All-Through School Executive Headteacher) – “When I realised we’d won this award, I cannot get across how proud I felt. I’ve always known that we have phenomenal young people and an exceptional staff team at Roundhay, but to receive recognition on the national stage is great news for the Roundhay community and the City of Leeds”.

Education Secretary Nadhim Zahawi continued: “I would like to congratulate Roundhay School for this recognition of their amazing work and dedication to their students. Winning one of these awards is a terrific achievement and is testament to their skill, commitment and passion for teaching. We are lucky enough to have some of the best teachers in the world and I would like to thank every single one of our education staff for their hard work supporting children and young people, especially during the pandemic.”

Sharon Hague, Managing Director of Pearson School Qualifications, said: “Roundhay Primary School is a shining example of the wonderful educators who work tirelessly across the country to provide the best possible experience for their students, and we thank them all.”

Rachel Johnson, CEO at PiXL, supporter of The Award for Making a Difference – Primary School of the Year, said: “Roundhay Primary School is a fantastic school and a very deserving winner of this award”



World Class School

In 2023 we went through a rigorous assessment process with the 'World Class Schools' organisation. This organisation awards a quality mark to non-selective state schools that offer the best education in the UK. They judge students against a framework of skills and competencies they feel young people need to flourish in an emerging global economy. There will only ever be one hundred schools in the UK who have achieved 'World Class Status'.

Potential 'World Class' schools are deemed to be outstanding by 'Ofsted' at the time of their accreditation and the assessment process for the Mark provides a unique insight into the impact schools have on their students. Our results and outcomes were scrutinised across the five key stages and then the director of WCSQM spent a day dropping into lessons, speaking to our pupils and meeting with members of staff. Once we had passed this first stage we were able to move forward in the process.



One of the unique features of the 'World Class Schools' Quality Mark assessment descriptors is that they apply to the pupils, not the school. A group of pupils undertook a comprehensive self-assessment exercise to establish what it is about the school that makes them 'World Class'. They also had to take part in filming a video to represent daily life at Roundhay (which became the 'We are Roundhay' film). Pupils then had to take part in a full day assessment at Reading UTC where they were judged against the Mark's framework by shadow assessors who followed their every move.

The WCSQM state that: 'it is the calibre of the student which proves the calibre of the school. If the school is truly 'World Class' then the students will be able to own and demonstrate 'World Class' qualities.

A 'WORLD CLASS' STUDENT:

- is highly literate scientifically, mathematically, technologically and culturally
- consistently out-performs students from similar contexts, and is committed to continually improving their performance
- is an excellent learner, dedicated to lifelong learning
- is a compelling candidate in their field for higher education and/or employment, being globally aware, confident and prepared for life in an international environment.'

We are extremely proud that Roundhay School passed the assessment process with flying colours and has now received full 'World Class Status' accreditation. The pupils involved in the process were an absolute credit to our school but it needs to be recognised that this award does not just recognise a small group of pupils, it represents our whole school community. We are 'World Class' because of the work we do together. Parents, pupils, staff and anyone connected with Roundhay all play their part in making this school what it is – "We are Roundhay".

Job Description

EYFS Leader and Class Teacher

MPS/UPR + TLR 2A (£3,527)

Accountable to Assistant Head Teacher

Line Management Responsibilities: All Early Years Staff

Introductory Statement

The responsibilities and professional duties of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and the Teachers' Standards Document.

Purpose of the Role

The Early Years Leader is responsible for leading, developing and sustaining a high-quality Early Years provision that enables all children to thrive academically, socially and emotionally. The postholder will be an **excellent classroom practitioner** who models best practice, ensures full compliance with the **Teachers' Standards** and the **EYFS statutory framework**, and provides strong, purposeful leadership across the Early Years unit.

Classroom Practice and Professional Standards

- Be a **highly effective classroom practitioner**, consistently demonstrating high-quality teaching and learning in line with the **Teachers' Standards**, EYFS statutory requirements and school policies.
- Model exemplary practice in planning, assessment, pedagogy and behaviour management, setting clear expectations for teaching quality across the Early Years team.
- Maintain direct teaching responsibility, using classroom practice as a driver for improvement, professional dialogue and staff development.
- Demonstrate a secure understanding of how young children learn and develop, including early language, communication, literacy and mathematical development.

Leadership of Teaching, Learning and Provision

- Lead and oversee the **Early Years unit**, ensuring a coherent, inclusive and ambitious provision that meets the needs of all learners.
 - Design, evaluate and refine the Early Years environment so that it strikes an effective balance between **adult-led learning** and **child-initiated exploration**, supporting independence, curiosity and sustained shared thinking.
 - Ensure continuous provision is purposeful, well-resourced and responsive to children's interests and next steps.
 - Use assessment, observation and moderation to secure strong progress and outcomes for all groups of children.
 - Ensure practice reflects **current research, national guidance and inspection frameworks**, translating these into high-quality classroom provision.
-

Supporting Vulnerable Children and SEND

- Place the needs of **vulnerable children** at the centre of all decision-making within the Early Years unit.
 - Work **closely and collaboratively with the SENDCo** to support early identification, assessment, planning and review for children with SEND.
 - Ensure inclusive practice, reasonable adjustments and targeted support are embedded consistently across the provision.
 - Lead staff in developing confident practice around attachment-aware approaches, inclusion and supporting children with additional social, emotional and developmental needs.
 - Work effectively with families and external professionals to secure timely and appropriate support for children.
-

Operational Leadership and Management

- Provide clear **day-to-day operational leadership** of the Early Years team, ensuring consistency, accountability and high expectations.
 - Oversee routines, staffing deployment, organisation of the environment and the smooth running of the unit.
 - Monitor the quality of provision through observation, professional dialogue and review of practice.
 - Ensure policies and procedures are implemented consistently across the unit.
-

Strategic Leadership and Development

- Work **in conjunction with other senior leaders** to contribute to the strategic leadership and direction of the school, particularly in relation to Early Years curriculum development, inclusion and transition into Key Stage 1.
 - Collaborate with senior leaders to support whole-school priorities, ensuring Early Years provision aligns with the school's vision and improvement planning.
 - Contribute jointly to **self-evaluation and development planning** for Early Years, using evidence to identify priorities and demonstrate impact.
 - Engage with senior leaders to respond effectively to national developments, research and guidance.
 - Support strategic approaches to transition, working collaboratively with colleagues across phases.
-

Staff Development and Coaching

- Lead, support and develop Early Years staff through high-quality **training, coaching and mentoring**.
 - Identify professional development needs and ensure staff are supported to improve practice.
 - Foster a reflective, collaborative team culture where staff feel supported and challenged.
 - Support the induction and development of new staff, students and early career teachers working within Early Years.
 - Implement the school's instructional coaching procedures across the unit
-

Professional Reflection and Line Management

- Be a **reflective practitioner**, committed to continually evaluating and improving practice.
 - Work **closely with the line manager to reflect on the practice, effectiveness and impact of the Early Years unit**, using evidence and feedback to drive improvement.
 - Engage fully in performance management, professional reviews and coaching processes.
 - Act constructively on feedback, modelling professionalism and a commitment to continuous improvement.
-

Safeguarding and Child Protection

- To be aware of, and comply with, policies and procedures relating to child protection, safeguarding, data protection and health & safety ensuring all concerns are reported to a designated person in a timely manner
- **Foster a strong culture of safeguarding across the unit**, ensuring all staff take shared responsibility for children's safety and welfare.
- **Ensure a safe working environment across the unit**, including appropriate supervision, risk assessment and adherence to health and safety expectations.
- Work collaboratively with senior leaders, the DSL and external agencies where required.

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

Person Specification -

EYFS Leader and Class Teacher

MPS/UPR + TLR 2A (£3,527)

To effectively undertake the role, the successful candidate should possess the following attributes (identified via the application form, qualification certificates, interview and references as appropriate).

Qualifications/Training	Essential/Desirable
Honours Degree	E
Qualified Teacher Status	E
A National Professional Qualification (e.g. NPQEYL)	D
Experience/Knowledge	
An outstanding knowledge of the Early Years Foundation Stage primary curriculum along with an understanding of the Key Stage 1 expectations to support transition.	E
Experience of teaching in an EYFS classroom	E
Experience leading an EYFS unit	D
Experience of subject leadership with evidence of impact.	E
Experience teaching pupils with additional needs in a mainstream setting and making curriculum adaptations	E
Personal Skills/Qualities	
High levels of organisation and time management with the ability to adapt	E
Excellent communication skills, both oral and written, with adults and young people	E
A successful team player who works collaboratively as well as independently	E
Demonstrates a total commitment to provide young people with the best possible experience, both inside and beyond the classroom	E
Safeguarding Children	
Demonstrates a commitment to safeguarding, always maintaining appropriate relationships and personal boundaries with children/young people and demonstrating emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	E
Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children and young people.	E

How to Apply

EYFS Leader and Class Teacher

Full Time, Permanent

Start Date: 1st September 2026

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We are
**Roundhay
People**

Work with us.

