



# Willingham Primary School

## Recruitment Pack For:

**EYFS Lead and Class Teacher**

Full-time post commencing September 2026

Pay Range – M3 – UP3 + TLR 2.1

£37,101 to £51,048 per annum + TLR 2.1 £3,526



Dear applicant,

At Willingham Primary School, we have created a welcoming and inclusive environment where everyone is respected and valued. We are committed to continuous improvement and work together every day to achieve our very best.

Our growing school is a vibrant community, welcoming children from the age of two. From pre-school onwards, children follow a knowledge-rich curriculum, while developing resilience and learning to manage their emotions through our warm but strict behaviour curriculum. We offer a wide range of enrichment opportunities, supported by a talented and dedicated team who enable every child to thrive.

Our school is currently undergoing an exciting period of development, including the restructuring of key roles from September 2026 to support and sustain our ongoing improvements. As part of this, we are introducing a new role: EYFS Lead. This development will strengthen our Early Years provision by increasing both staffing capacity and dedicated leadership time, ensuring excellent provision from the moment children join our school.

This role presents a fantastic opportunity to join our experienced and knowledgeable team, working together to ensure that every child at Willingham has the very best start in life.

The “Willingham Way” is evident both in and beyond the classroom, underpinning all aspects of school life. We are committed to supporting children to become the best versions of themselves. We also place great importance on building strong relationships with parents and the wider village community, and we take pride in being a cohesive and valued part of it.

I warmly encourage you to visit our school to gain a deeper understanding of our ethos and values. Visits can be arranged by contacting the school office via email or telephone.

We hope this recruitment pack provides you with all the information you need to complete your application for the position of EYFS Lead and Class Teacher at Willingham Primary School.

Please pay close attention to the advert, job description and person specification, as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted, and references sought prior to interview. Any offer of a position will be subject to satisfactory references, a satisfactory pre-employment health check and a DBS check.

**Closing date for applications:** Monday 20<sup>th</sup> April at 9am

**Shortlisting:** Monday 20<sup>th</sup> April 2026

**Interviews:** Thursday 23<sup>rd</sup> April 2026

I look forward to meeting you soon.

Yours sincerely,

Mona Paalanen  
Headteacher



## School Information

Willingham Primary School (WPS) and Honey Pot Pre-School sits at the heart of the community. We are a medium sized school with currently 365 children on roll and over 60 children attending our pre-school provision. Our purpose-built school includes classrooms, two halls, a library area, ICT suite, sensory room, on-site catering and staffroom. Our spacious grounds include playgrounds, a playing field, wild-life area with pond, quiet outdoor learning spaces, and an outdoor swimming pool. A new building for our in-house Wraparound Care will open during the 2026-2027 academic year.

Willingham Primary School is a Local Authority controlled community school.

### Our Mission Statement:

The WPS mission is "to provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life."

### Our Values and Drivers

At WPS we value:

[ HARD WORK : INTEGRITY : KINDNESS ]

And we drive towards the following outcomes:

- Active Participation – we all engage with the world around us and focus our attention on what matters.
- Equitable Success – we believe that through knowledge and opportunity, we can all become the best versions of ourselves.
- Improvement – we recognise that learning is a long process, but that we try to get better every day.



## EYFS Lead and Class teacher

***Willingham Primary School is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment.***

***All appointments are conditional, and subject to an enhanced DBS check.***

**Post:** Full time Class Teacher and EYFS Lead from September 2026

**Salary:** Dependent on experience Main Scale or Upper Pay Scale + TLR 2.1 (£3526)

*Want to challenge and extend your understanding of what good teaching is? Want to use what we know from Cognitive Psychology about how the brain works to drive your practice and that of your team? Want to be part of improving the outcomes for a fabulous group of motivated pupils?*

We are looking for someone to join our **supportive and motivated** Early Years Team to lead and inspire the Early Years Foundation Stage (EYFS) at Willingham Primary School and Honey Pot Pre-School. The EYFS lead will work closely with the Pre-School Lead and the Assistant Headteacher for EYFS and KS1 to drive improvement to ensure all children have the best start in life at Willingham.

You will be looking to take on a new challenge and will strive to develop a deeper understanding of cognitive psychology and how we can develop classroom practice to reflect this. **You will not be afraid to research and voice your ideas/opinions**, even if they may be deemed 'radical', ensuring that there is always sound scientific theory behind them.

Why choose Willingham Primary School?

- We focus on what works, not on what has always been done
- Our **warm/strict behaviour curriculum** enables teachers to teach and pupils to learn
- We have a **traditional, subject-based curriculum in Y1-Y6** and teach to **the seven areas of the EYFS Framework in Reception**
- Our Leadership Team work as a **team** to ensure that the school's strategic direction is maintained and accelerated
- You will receive highly focused, high-quality **Professional Development** during which you will have a chance to read and discuss academic research; hear from experts in their field and practise techniques and theories within a supportive and caring team.
- You can be part of refining an incredible, **knowledge-based curriculum**, ensuring knowledge is built upon each year and that pupils remember, long-term, what they've been taught
- We value staff wellbeing and offer a Wellbeing Day to all staff each academic year
- **Access to the Cycle2work** scheme helps to promote the health and wellbeing of our staff.

The right candidate will align totally with our values of **hard work, integrity and kindness** and will support us in achieving our mission statement: *to provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life.*

This post could suit a professional with Early Years experience, who is looking to progress in their career. However; we want the **right people, not just people with the right experience.**

**Visits to the school or a phone call with the Headteacher, Deputy Headteacher or Assistant Headteacher are strongly encouraged.** Please contact the School Office on 01954 283030, to arrange a meeting.

Applications should be submitted via MyNewTerm <https://mynewterm.com/jobs/110622/EDV-2026-WPS-05477>

This appointment is subject to Enhanced DBS Check, Barred List Checks and two positive references.

**Closing date for applications:** Monday 20<sup>th</sup> April 9am

**Short Listing:** Monday 20<sup>th</sup> April 2026

**Interviews:** Thursday 24<sup>th</sup> April



# ***Willingham Primary School***



## ***Job Description and Person Specification***

### ***Class Teacher***



# Job Description

**Job title:** EYFS Lead  
**Salary:** Teachers' Pay Range + TLR 2.1 (£3526)  
**Contract type:** Full Time  
**Reporting to:** Assistant Headteacher  
**Responsible for:** Pre-school Lead, EYFS ENCO and Reception Teachers

## Main purpose

*To ensure that all pupils have the knowledge, experiences and self-confidence to excel at secondary school and make choices now and in the future to live a happy and fulfilling life.*

The role of the Early Years (EYFS) Lead is to work in close liaison with the Assistant Headteacher for EYFS and KS1 and Pre-School Lead, other school leaders and all staff to ensure the educational experiences and outcomes are of the highest possible quality for all EYFS children.

The EYFS Lead will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document and the WPS Class Teacher Job Description.

Any reference to EYFS covers the provision from Pre-School (2-4-year-olds) to the Reception Class.

## Main Duties

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable others to do the same.
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.

## Leadership and strategy

- Contribute to the strategic leadership and development of EYFS, ensuring a coherent vision for provision from Pre-School to Reception.
- Work closely with the Assistant Headteacher for EYFS & KS1 to implement and monitor an EYFS Action Plan aligned with school priorities and the School Development Plan (SDP).
- Work together with the Pre-School Lead to ensure that the EYFS curriculum is ambitious, coherent, well-sequenced and fully aligned to the EYFS Statutory Framework.
- Oversee and quality assure planning (long-term, medium-term and weekly) across the EYFS, ensuring consistency, progression and high expectations.
- Monitor the quality of provision, teaching and learning across Pre-School and Reception, identifying strengths and areas for development.
- Lead on transition arrangements between Pre-School and Reception, and from Reception into Key Stage 1, ensuring smooth curricular and pastoral continuity.
- Attend team meetings (and SMT when required) and contribute to strategic discussions about EYFS development.



- Build positive, professional relationships with parents and carers through regular communication and meetings.
- Support the Assistant Headteacher in using data and observational assessments to inform strategic next steps and improve outcomes.
- Act as the first point of contact for EYFS staff regarding day-to-day provision, behaviour, parental contact and operational queries.
- Lead on the organisation and oversight of trips, visits and special events within EYFS.

#### **Human resources**

- Line-manage EYFS staff, ensuring effective deployment, professional conduct and positive team culture.
- Carry out supervisions, appraisal activities, coaching and ongoing performance support, in line with school and LA requirements.
- Contribute to the recruitment, induction and professional development of staff within EYFS.
- Model high-quality practice and lead professional development sessions across the EYFS team.
- Support staff in behaviour management, parental relationships and pastoral approaches.
- Ensure daily staffing and supervision arrangements are safe, compliant and meet children's needs.

#### **Teaching and learning.**

- Teach a Reception class, demonstrating exemplary EYFS practice.
- Establish and model high-quality teaching and learning strategies, continuous provision, and effective interactions.
- Support consistent use of observation, assessment and record-keeping systems across EYFS.
- Oversee summative and formative assessment processes, including completing statutory assessments (e.g. EYFS Profile).
- Work with the Assistant SENDCo to ensure strong inclusion practice and appropriate support for vulnerable or SEND pupils.
- Monitor planning, teaching, and the learning environment across Pre-School and Reception in line with the termly monitoring plan.
- Support pre-school assistants, class teachers and teaching assistants in delivering high-quality phonics, early reading, early maths, and the prime areas.

#### **Financial management and Resourcing**

- Work with the Assistant Headteacher to manage EYFS resources efficiently and ensure value for money.
- Ensure environments are well-resourced, purposeful and aligned with curriculum intent.
- Contribute to decisions regarding procurement for EYFS, ensuring effective use of budget.

#### **Health and safety**

- Promote a culture of safeguarding across the EYFS, ensuring that the welfare of children is at the centre of all practice.
- Ensure compliance with all EYFS statutory welfare requirements, including staffing ratios, supervision, hygiene and safety.
- Ensure learning environments across EYFS are safe, well-organised and risk assessed.



Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the phase leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Deputy Headteacher/Headteacher.

This job description is in addition to that of the class teacher and should be read in the context of the most recent School Teachers' Pay and Conditions document.

This job description will be reviewed and updated annually. Amendments can be made at any time in consultation with the post holder.



# Person specification EYFS Lead & Class Teacher

Criteria	Qualities	
	Essential	Desirable
Educational Achievements, qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher status.</li> <li>• Certificate of Education</li> <li>• Degree + PGCE (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at courses to provide relevant preparation for senior management.</li> <li>• Evidence of further professional study.</li> </ul>
Teaching and Management experience.	<ul style="list-style-type: none"> <li>• Teaching experience in EYFS.</li> <li>• At least three years successful teaching experience</li> <li>• Direct experience of developing, organising, implementing and evaluating an area of curriculum development in Early Years.</li> <li>• Experience of promoting positive relationships between staff, parents, governors and the community.</li> <li>• Experience and understanding of children with special educational needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience across the primary age range.</li> <li>• Experience working in/with a pre-school.</li> <li>• Expertise in leading a core curriculum area.</li> <li>• Experience of leading INSET.</li> </ul>
Job related knowledge, aptitudes and skills.	<ul style="list-style-type: none"> <li>• A high level of professionalism and sense of responsibility.</li> <li>• Ability to promote the schools aims, objectives, core values and policies.</li> <li>• Ability to communicate sensitively and effectively with a variety of audiences.</li> <li>• Ability to demonstrate excellent classroom practice and to motivate colleagues to achieve high standards.</li> <li>• Understanding of processes to raise standards and promote progress, including target setting.</li> <li>• Ability to demonstrate a focus on high standards of achievement and personal development in your own practice.</li> <li>• Ability to use assessment as a tool to support the raising of standards.</li> <li>• Ability to support and develop the school's procedures for monitoring and evaluating teaching and learning.</li> <li>• Comprehensive ICT skills, knowledge and understanding.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of strategic planning for school development and improvement.</li> <li>• Experience of EYFS assessment.</li> <li>• Ability to promote the schools aims, objectives, core values and policies.</li> <li>• Knowledge and understanding of good practice across the primary age.</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to equality of opportunity in the curriculum.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work with sensitivity, flexibility, enthusiasm and a sense of humor.</li> <li>• Ability to manage one's own work pressure and the capacity to manage effectively the work of others.</li> <li>• A commitment to the ethos of the school as a partnership of pupils, staff, governors, parents/carers and the community.</li> <li>• Good communication skills.</li> <li>• Willingness to take part in the broader life of the school.</li> <li>• A commitment to teamwork and the ability to promote the qualities required for effective teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>• A range of outside interests.</li> </ul>



## Terms of Appointment

### Disclosure & Barring Service Check

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Headteacher and Chair of Governors.

### Equality & Diversity

Willingham Primary School is committed to promoting equality. The school is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities, and opportunities.

### Health Declaration

Appointments will be subject to a satisfactory pre-employment health check.

### Hours of Work and Working Pattern

The hours of work for this position will be specified in the job description and advert.

### Online Searches

We will undertake online searches of all shortlisted candidates prior to interview.

### Pension

You will automatically be enrolled into membership of the Teachers' Pension Scheme.

### References

Offers of appointment will be subject to the receipt of satisfactory references.

### Right to work in the UK

We have a legal responsibility to ensure that you have the rights to work in the UK, before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Qualifications

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of all essential qualifications.

## What Willingham Primary School can offer

### Our investment in you

#### Professional Development

The school is committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through CPD programmes
- Regular performance management and appraisal review
- School training sessions

### Wellbeing

#### Employee Assistance Programme



Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our School. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information, and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

### **Wellbeing Day**

The school offers every member of staff one term-time wellbeing day each academic year.

### **Flu Vaccinations**

The school provides the opportunity for all staff to receive a free flu vaccination each year.

## **Additional Benefits**

### **Pension**

As an employee at Willingham Primary School you are automatically enrolled into membership of the Teachers' Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earning level) Willingham Primary School also pays into the scheme on your behalf, regardless of earnings.

For teaching staff, the school currently contributes 28.68% of your salary into the pension.

### **Cycle to Work Scheme**

Willingham Primary School offers the Cycle to Work Scheme which enables employees to purchase a bicycle, accessories, and safety equipment, to use for at least some of their travel to work, by way of a salary sacrifice scheme. This enables the employee to make savings by reducing their Income Tax and National Insurance liability.

### **Extended Schools Provision**

We run our own in-house breakfast club and after school club and places can be offered to staff's children on the days that they work, if the child attends Willingham Primary School.

### **Catering**

We have on-site catering provision which provides a staff menu bookable daily.



## How to Apply

Applications should be submitted via MyNewTerm <https://mynewterm.com/jobs/110622/EDV-2026-WPS-05477>

Visits to the school or a phone call with the Headteacher, Deputy Headteacher or Assistant Headteacher are strongly encouraged. Please contact the School Office on 01954 283030, to arrange a meeting.

The closing date for applications is:

Monday 20<sup>th</sup> April 2026 at 9am

