



Westminster C of E Primary Academy

Everyone Welcome, Everyone Belongs, Everyone Flourishes...nourished by God's Love



L3 Early Years Practitioner

1 year fixed term - 1st September 2026 - 31st August 2027

35.5hrs per week

TTO + 2 days

Band 6 (point 7-11)

*Destination
Flourishing*



As part of our drive to raise standards and ensure our children are school ready, we are looking for an enthusiastic, skilled, and dynamic colleague with impactful experience to effectively support children across Early Years, to further improve our offer to our children, parents and staff.

This is a very important role for the future of our school - the successful applicant will be a vital part of the Early Years structure, helping the EYFS Base Lead, EYFS Classteachers and Nursery Manager to support children to make great progress at Westminster, no matter what barriers they may face, so they can flourish during their time with us.

Process

Applications must be made through MyNewTerm. The interview process will consist of an observation and a formal interview.

References will be required;

CVs are not accepted.

Closing date: 3.00pm Friday 12th June 2026

Interviews: Tuesday 16th June



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About BDAT

Westminster CofE Primary Academy is part of Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Westminster. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org

Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>



Summary of main duties/responsibilities

Job Title: Level 3 Early Years Practitioner

Line manager: EYFS Lead, EYFS Classteachers, Nursery Manager, Headteacher, and the Governing Body

Job Purpose: Under the direction of the SENCO, EYFS Base Lead and SLT, to undertake work (including but not limited to care, support and intervention programmes) to enable access to learning for pupils and to assist the teacher in pupil learning and preparing and maintaining the Butterflies & Dragonflies provision. You will have shared responsibility with all staff for the safeguarding, welfare and achievement of all pupils in school ensuring equality of opportunity for all, providing all children (including those who are new to the country, community & school) with the very best possible start to their education ensuring that Everyone is Welcome, Everyone Belongs and Everyone Flourishes, nourished by God's Love.

Main Duties / Responsibilities:

SUPPORT FOR PUPILS

- To provide and maintain a high-quality service to children and their families working as part of a staff team to meet children's individual needs.
- To develop and maintain positive relationships, communication and interaction with children and families.
- To assume responsibility for children, directed by teaching staff and SLT, and ensure their developmental needs are met, accurately recorded in line with school assessment policies and procedures.
- Assist with implementation of Individual Education/Behaviour Plans, EHCPs and Personal Care programmes
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Deliver given strategies that set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Accompany pupils on educational visits.
- Support and implement IEPs, working 1:1 and with small groups as required

SUPPORT FOR THE TEACHER

- Use given strategies, in liaison with the teacher and under their guidance, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To support and develop an environment which is inclusive for all and recognises and encourages diversity.



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ADMINISTRATION

- To keep records and track pupil progress.
- To support staff with the implementation of IEPs and Pastoral Support Plans.
- Support the administration work of the school by liaising with outside agencies.
- Support the assessment procedures for all pupils entering the Academy, to identify those pupils who need extra help to overcome barriers to learning.
- Provide admin. support e.g. photocopying, typing, filing, money etc where appropriate.

RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources in Butterflies and Drogonflies
- Maintain a child centred environment by reviewing displays, resources and room lay out and outdoor provision with the team.
- Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use.
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for pupils.

General Duties:

- To attend academy events.
- To attend and participate in meetings as required.
- To improve own practice through training, observation, evaluation, discussion with colleagues and other learning activities including performance management and use this to support others.
- To work as part of a team and support the role of other staff within the academy.
- To be aware of and comply with policies relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To demonstrate a flexible approach to undertaking tasks and responsibilities.
- To undertake duties, as required.

To undertake any other duties commensurate with the grade of the post.



Personal Specification

Qualifications	Essential	Desirable
Early Years Qualification – Minimum Level 3	✓	
English & Maths GCSE	✓	
Paediatric First Aid		✓
Experience & Skills	Essential	Desirable
Experience of working in EYFS	✓	
Experience of working with children with additional needs	✓	
Good organisational and interpersonal skills	✓	
Good behaviour management skills	✓	
Training	Essential	Desirable
Evidence of continuing professional development	✓	
Evidence of Safeguarding & Prevent training	✓	
Commitment to continuing professional development	✓	
Special Knowledge	Essential	Desirable
Knowledge and experience of effective behaviour management with children with additional needs	✓	
Clear understanding of how children learn and awareness of effective teaching strategies	✓	
An understanding of how the learning environment supports children's development		✓
Personal Circumstances	Essential	Desirable
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Emulate the values of Westminster: <i>Compassion, Thankfulness, Determination, Respect, Forgiveness and Responsibility</i>	✓	
Disposition/Attitude	Essential	Desirable
Ability to work closely as part of a team	✓	
Commitment to school vision	✓	
Ability to communicate effectively at all levels	✓	
Flexible and positive approach to change	✓	
Ability to maintain a high level of confidentiality and discretion at all times	✓	
Confidence to work with, and deploy, staff effectively		✓
Practical / Intellectual Skills	Essential	Desirable



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Proactive	✓	
Creative thinking	✓	
Able to work independently, thinking for yourself	✓	
Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none"> the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community. 	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	
Understanding of current safeguarding legislation and a commitment to implementing these in school	✓	



Application Process

BDAT strives to be a diverse and inclusive employer, a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on any of the protected characteristics (age, gender reassignment, marriage or civil partnership, pregnancy, disability, race, religion or belief, sex, and sexual orientation). The person specification sets out the criteria used to assess candidates through the selection process

Applications

Please ensure that all parts of the application are completed as directed or by using our recruitment website - mynewterm.com. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position and fill in all parts of the form.

All applications will be acknowledged by email within 48 hours. Should you fail to receive a confirmation, please call 01274 648490.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a shortlisting panel. We carefully check all applications for gaps in employment and anomalies, which will be discussed with candidates invited to interview.

Candidates who best meet the person specification will be invited to an interview.

An email will be sent to all applicants informing them if they have been shortlisted or not, shortly after the closing date.

Interview Day

The interview day format will be confirmed in your interview invite letter. It will consist of activities and will include a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of your right to work in the UK, your qualifications and identity on the day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We offer brief feedback on request.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. All offers are made subject to (where appropriate):

- Two references satisfactory to us
- A satisfactory enhanced DBS check
- Satisfactory online checks
- Provision of proof of identity, right to work in the UK and qualification



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Induction and Probation

All new staff will be part of an induction programme including Safeguarding Child Protection Training as soon as possible after their start date and at least once every academic year thereafter.

All new staff will be subject to a probation period which will be outlined in the employment contract.

Record Keeping and data protection

Records will be kept of:

- Job description and person specification;
- Shortlisting criteria;
- Any interviews conducted, including interview notes and any scoring undertaken;
- Reasons for selecting and rejecting candidates.

The BDAT retention policy states that applications and interview notes for unsuccessful candidates are retained for + six months

Disabled Applicants

Candidates indicating that they have a disability on the application form, providing that they meet the essential criteria on the Person Specification, will be included on a shortlist.

Key Dates

Closing date: 3.00pm Friday 12th June 2026

Interviews: Tuesday 16th June 2026

How to contact us:

Westminster Church of England Primary Academy
Westminster Road
Bradford
BD3 0HW
Tel: 01274 648490
Email: anita.nila@west.bdat-academies.org

Queries regarding this vacancy: If you require a paper copy of this document or you have any questions about the vacancy, please contact Anita Nila on 01274 648490 or anita.nila@west.bdat-academies.org

Westminster Church of England Primary Academy is strongly committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to satisfactory vetting, including an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check.