



THE CHURCH OF ENGLAND
Diocese of Leeds

bdot
Bradford Diocesan Academies Trust

The Academy at St James

Reception Teacher (maternity cover)

Application Pack

Fixed term, full-time to commence 1st September 2026

MPR



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A Message from our Headteacher

Dear Candidate,

Post: Teaching position

I would like to thank you for showing an interest in the above opportunity at our school, which has arisen to cover the maternity leave of one of our teachers. We are looking for a teacher who thrives on working in the early years and is confident in leading a class at the very start of their time at school. We offer a fantastic, supportive environment for you to learn and grow your career, whether you are an Early Careers Teacher or have more teaching experience. We are looking for a candidate who shares our ethos and would relish the opportunity to shine in a progressive and exciting school.

As a Headteacher, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children; to develop their literacy and numeracy skills so they can be successful in later life; and to work hard with parents and our local community to raise aspirations for all. I am very excited about the opportunity to develop and strengthen our existing team, giving people opportunities to grow and gain valuable experience that will benefit them and our setting. If you want to see more of our day-to-day life at school, you can find us on our website, Facebook, or @church_prim on Twitter. We are also very proud of our Ofsted report, which rated the Academy as Good, with Outstanding Leadership and Management.

Our Academy is a member of Bradford Diocesan Academies Trust (BDAT), which means all our schools and employees can access great support from an experienced and caring Trust. More information about BDAT is available later in this pack.

Everyone can achieve at the Academy St James, and through working in partnership, we can create many magical memories. I have been at St James for over 7 years, and we have seen many positive changes. I believe this is an amazing time to join our team as we continue to improve. By joining our team, you will have the opportunity to get valuable experience and work with an amazing team.

Please email the school office office@stjames.bdat-academies.org to make an appointment to see our school at work.

The closing date for applications is noon on Wednesday, 1st July 2026.

Interviews will be held early in the following week

Yours sincerely

Ruthi Thompson

Headteacher



About the Academy at St James

The Academy at St James is a 1½-form-entry school serving the community of Allerton. We are lucky to have a large, well-equipped school building with extensive grounds and opportunities for learning, including dedicated cooking, music, DT, and Art rooms, a Forest School, and much more. We also run a popular nursery for children aged 2 and up.

We are dedicated to providing a bespoke and exciting curriculum for our children, and our Ofsted inspection in May 2022 graded the school as Good, with Outstanding Leadership and Management. Ofsted recognised that our school is a happy place, where the school community cares for each other and praised the breadth of our curriculum and high standards of behaviour across the school.



At the Academy at St James, we strive to provide our children with the very best to ensure they can be successful in whatever they choose to do. We encourage everybody to work hard, accept challenges, and take risks to be the best person you can be. We have high expectations for our children and ask them to persevere, collaborate and use their imagination to fulfil their dreams. At St James, nothing is impossible, and our slogan is: **Aspire, Achieve, Believe!**

Our 5 ways of being are:

1. Show you care
2. Always be yourself
3. Contribute to your community
4. Confident communicator
5. Knowledgeable and expert learners

These five ways of being complement our ethos and encourage our children to do their very best.

We ask our children, parents and local community to aspire to the very highest standards possible in all that they do. We do this to provide a platform for children to achieve their very best and become responsible, thoughtful citizens. Our aim is to provide the children with the knowledge, skills and attributes to be successful lifelong learners. We really believe that giving our children as many experiences as possible is a key driver of improved pupil outcomes and of their ability to achieve. From the ice bucket challenge to opening our school for a Christmas Extravaganza with visiting reindeer, we aim to give the children memories they will never forget. Have a look at our Twitter account (@church_prim) and our website for more details. Come and join us- it is a great place to work and learn!





Reception Teacher (maternity cover) Required for September 2026

Join the Academy at St James at an exciting time and become part of our journey!

We have a temporary maternity cover Reception Teacher position available, for a professional who would like to learn and enhance their skills in our dynamic school. We are looking for a new colleague who can help our children grow and succeed, and be part of our journey as we go from strength to strength.

At the Academy at St James, we value partnership and teamwork, and are looking for someone who can model high expectations, is committed to learning and continuous improvement, loves building positive relationships with our children, and brings energy and enthusiasm.

If you have the desire and passion to support our children to Aspire, Achieve and Believe, we would love you to join our team.

In return, we can offer you a creative, exciting and supportive setting within a strong community which is committed to change and the best outcomes for our pupils. We pride ourselves on our busy, active, and innovative school and can offer you an unforgettable experience working with our amazing children and staff.

The Academy at St James is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT, although their main place of work will be at the Academy at St James. To find out more about BDAT, visit www.bdat-academies.org

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

Closing date: 12pm Wednesday 1st July 2026

Interviews: Monday 6th July 2026

To apply, please read the job pack and complete the application form on mynewterm.com, or access the vacancy through our vacancies page at <https://academystjames.com/about-us/vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check.





Working with BDAT

The Academy at St James is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

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 high-quality education to all children. 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/>

Job Description: Reception Teacher

Main Purpose

The Reception Teacher will provide high-quality teaching and learning within the Early Years Foundation Stage (EYFS), creating a safe, nurturing and stimulating environment in which every child can flourish. The postholder will promote children's academic, social and emotional development through engaging and developmentally appropriate experiences, ensuring all children are supported to achieve their full potential.

The teacher will:

- Fulfil the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document.
- Meet the Teachers' Standards and requirements of the EYFS statutory framework.
- Promote high expectations and positive outcomes for all children.
- Safeguard and promote the welfare of pupils.

Duties and Responsibilities

Teaching and Learning

The Reception Teacher will:

- Plan and deliver high-quality, engaging and ambitious learning opportunities in line with the Early Years Foundation Stage Framework.
- Create a stimulating indoor and outdoor learning environment that promotes curiosity, independence and a love of learning.
- Provide opportunities for child-initiated and adult-led learning through purposeful play and exploration.
- Develop children's communication and language, early reading, writing and mathematical understanding.
- Foster children's personal, social and emotional development and encourage positive attitudes towards learning.
- Adapt teaching and provision to meet the needs of all children, including those with SEND, disadvantaged pupils and children with English as an additional language.
- Promote positive behaviour and establish clear routines that support children's wellbeing and learning.
- Work effectively with teaching assistants and other adults to maximise children's progress and development.
- Ensure effective transition arrangements from pre-school settings into Reception and from Reception into Key Stage 1.

Assessment and Monitoring

The Reception Teacher will:

- Observe, assess and monitor children's progress across all areas of learning.

- Use ongoing formative assessment to inform planning and next steps in learning.
- Maintain accurate records and contribute to statutory EYFS assessment requirements.
- Identify children requiring additional support and work collaboratively to implement appropriate interventions.
- Ensure that all children make strong progress from their starting points.

Working with Parents and Carers

The Reception Teacher will:

- Build positive relationships with parents and carers and recognise them as partners in their children's learning.
- Communicate effectively with families regarding children's progress, attainment and wellbeing.
- Encourage parental involvement through workshops, learning journals, meetings and school events.
- Provide regular information about children's achievements and next steps.

Whole-School Contribution

The Reception Teacher will:

- Contribute positively to the ethos and wider life of the school.
- Work collaboratively with colleagues to ensure continuity and progression across the curriculum.
- Participate in staff meetings, professional development activities and school improvement initiatives.
- Support whole-school events and activities.
- Provide cover for colleagues when required.

Safeguarding and Welfare

The Reception Teacher will:

- Promote the safeguarding and welfare of all children.
- Work in accordance with statutory safeguarding guidance, including Keeping Children Safe in Education and the Prevent Duty.
- Work closely with the Designated Safeguarding Lead (DSL), reporting concerns promptly and appropriately.
- Promote equality, diversity and inclusion and ensure all children feel safe, valued and respected.
- Maintain high standards of health, safety and wellbeing within the learning environment.

Professional Development

The Reception Teacher will:

- Participate fully in the school's appraisal process.
- Engage in continuing professional development to enhance teaching practice and subject knowledge.
- Reflect on and evaluate their own practice to secure continual improvement.

- Share expertise and contribute to the professional development of colleagues where appropriate.

Personal and Professional Conduct

The Reception Teacher will:

- Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour.
- Demonstrate a commitment to the vision, values and ethos of the school.
- Maintain confidentiality and professional integrity.
- Demonstrate high standards of attendance, punctuality and professionalism.
- Fulfil statutory responsibilities and act within relevant legislation and guidance.

Person Specification: Reception Teacher

Criteria	Essential	Desirable
Qualifications and Experience	<p>Qualified Teacher Status (QTS). Degree qualification. Successful teaching experience in Early Years or Key Stage 1.</p>	<p>Experience teaching in Reception. Paediatric First Aid qualification.</p>
Knowledge and Understanding	<p>Thorough knowledge of the EYFS statutory framework. Understanding of child development and early learning. Knowledge of systematic synthetic phonics and early mathematics. Knowledge of safeguarding and child protection procedures. Understanding of inclusive practice and SEND.</p>	<p>Experience using online learning journals and assessment systems.</p>
Skills	<p>Ability to deliver engaging, creative and effective learning experiences. Strong observation and assessment skills. Ability to adapt teaching to meet individual needs. Excellent communication and interpersonal skills. Ability to work collaboratively with colleagues, parents and external agencies. Good organisational and ICT skills.</p>	<p>Experience of leading an area of the curriculum or contributing to whole-school improvement.</p>
Personal Qualities	<p>Commitment to achieving the best outcomes for every child. Enthusiastic, caring and nurturing approach. High expectations for learning and behaviour. Reflective and resilient practitioner. Ability to prioritise effectively and work under pressure. Commitment to safeguarding, equality and inclusion.</p>	<p>Willingness to contribute to extra-curricular activities and the wider life of the school.</p>

This job description and person specification are illustrative of the general nature and level of responsibility of the role. It is not intended to be an exhaustive list of duties. The postholder may be required to undertake other duties appropriate to the post's grade and level, as directed by the Headteacher.

In line with the Immigration Act 2016 the Government has created a duty to ensure all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard; for this role the post holder is required to meet the Advanced Threshold Level.

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

Reception Class Teacher Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and free from discrimination against or in favour of any candidate based on age, ethnicity, gender, marital status, sexual orientation, or gender identity. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to the interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement; you will not be disadvantaged if you are unable to visit. Please contact office@stjames.bdat-academies.org to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application form are completed. We do not accept CVs as part of the selection process. Please demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email, or in paper form.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with an email confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Day

The interview day will consist of several tasks and activities, including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of 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 will give brief feedback during this telephone conversation.

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. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Key Dates

Closing date: 12pm Wednesday 1st July

Interviews: Monday 6th July 2026

How to contact us:

The Academy at St James'

Chelwood Drive

Bradford

BD15 7YD

Tel: 01274 777095

Email: office@stjames.bdat-academies.com