



THE CHURCH OF ENGLAND  
Diocese of Leeds

**bdot**  
Bradford Diocesan Academies Trust

## The Academy at St James

### Early Years Practitioner

### Application Pack

35 hours p/w, term-time only

Salary Band 6 SCP 7-11



THE CHURCH OF ENGLAND  
Diocese of Leeds

**bdot**  
Bradford Diocesan Academies Trust

# A Message from our Headteacher

Dear Candidate,

The Academy at St James is a welcoming and inclusive Church of England primary school and nursery in Bradford, catering for children aged 2 to 11. As part of the Bradford Diocesan Academies Trust, the school is built on strong values of respect, care and aspiration, with a commitment to helping every child thrive both academically and personally. The school prides itself on its strong links with families, the church and the wider community, creating a supportive and nurturing environment where every child is encouraged to “Aspire, Achieve, Believe.”

We are seeking to appoint a dedicated and enthusiastic Early Years Practitioner to join our nursery team. This is an exciting opportunity to work in a caring and forward-thinking setting, supporting our youngest learners at a crucial stage in their development.

## About the Role

As an Early Years Practitioner, you will play a key role in supporting the learning, development and well-being of children within our nursery provision. You will work closely with teachers and the wider Early Years team to deliver high-quality, play-based learning experiences in line with the EYFS framework.

You will help to create a safe, stimulating and inclusive environment where children feel confident, valued and ready to learn.

## Key Responsibilities

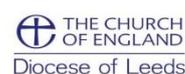
- Support the planning and delivery of engaging and creative learning activities
- Observe, assess and record children’s progress, contributing to next steps in learning
- Provide high-quality care, ensuring children’s safety and well-being at all times
- Support children’s personal, social and emotional development
- Work effectively as part of a team and contribute to the wider life of the school
- Build positive relationships with parents and carers

## What We Are Looking For

- A minimum Level 2 qualification in Early Years / Childcare
- At least 2 years’ experience working in an early years setting
- A good understanding of the EYFS framework
- A caring, patient and enthusiastic approach to working with young children
- Strong communication and teamwork skills
- A commitment to safeguarding and promoting the welfare of children

## What We Offer

- A supportive and welcoming school community
- Enthusiastic and well-behaved children who are eager to learn
- A strong team ethos and opportunities for professional development
- A values-driven environment rooted in respect, inclusion and aspiration



## Safeguarding

The Academy at St James is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced DBS check and satisfactory references.

If you are passionate about early years education and want to make a real difference in children's lives, we would love to hear from you. 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.

If you want to see more of our day-to-day life at school, you can find us on our website or Facebook page. Please email the school office [office@stjames.bdat-academies.org](mailto:office@stjames.bdat-academies.org) to make an appointment if you would like to see our school at work.

The closing date for applications is Sunday, 19<sup>th</sup> April 2026.

Interviews will be held in the following week

Yours sincerely

**Ruthi Thompson**

Headteacher



# About the Academy at St James

The Academy at St James is a 1-form-entry school serving the Allerton community. We are lucky to have a large, well-equipped school building with extensive grounds and learning opportunities, 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, ensuring 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!**

We ask our children, parents, and local community to aspire to the highest possible standards in all that they do. We do this to provide a platform for the children to achieve their very best and develop into responsible and 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, we aim to give the children memories they will never forget. Have a look at our Facebook page and our website for more details. Come and join us- it is a great place to work and learn!





## Working with BDAT

The Academy at St James is an academy within Bradford Diocesan Academies Trust. If you are 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](http://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 by operating a light-touch support role for academies during times of challenge and by establishing collaborative structures and processes that 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 economies of scale in our business whilst remaining small enough to retain our family-of-schools approach, where we can truly 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 others' spirituality. For this reason, 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 such as racism and other forms 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 consider what we can do differently, centred on 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 all that we currently do to recruit, develop, and retain our staff into a single entity. 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. Bringing all our work in this area under 'one umbrella' ensures our staff know about BDAT's development offerings and how to access them. <https://bdat-people.org/>

## Early Years Practitioner Job Description

**Reports To:** Nursery Teacher / Early Years Lead

**Salary:** Band 6 SCP 7-11

**Contract Type:** Full-time, permanent

**Hours:** 35 hours per week. Term-time only

### Purpose of the Role

To support the learning, development, and care of children within the nursery setting, ensuring a safe, stimulating, and inclusive environment in line with the Early Years Foundation Stage (EYFS) framework.

### Key Responsibilities

#### Child Development and Learning

- Support the planning and delivery of engaging, age-appropriate activities in line with the EYFS curriculum
- Observe, assess, and record children's progress, identifying next steps in learning
- Promote children's independence, confidence, and social development
- Support children with additional needs, working in partnership with relevant professionals where necessary

#### Care and Welfare

- Provide a safe, secure, and nurturing environment for all children
- Attend to children's personal care needs, including nappy changing, toileting, hygiene, and meal supervision
- Follow safeguarding and child protection procedures at all times

#### Working with Staff and Parents

- Work collaboratively with teachers and other staff to support children's development
- Build positive relationships with parents and carers, sharing information about children's progress
- Contribute to meetings, training, and school events as required

#### Environment and Resources

- Prepare, organise, and maintain a stimulating learning environment
- Ensure resources are clean, safe, and suitable for use
- Support indoor and outdoor learning experiences

#### General Duties

- Comply with school policies and procedures
- Maintain confidentiality at all times
- Undertake any other reasonable duties as directed by the Nursery Teacher or Headteacher

## Early Years Practitioner Person Specification

The following person specification outlines the key qualifications, experience, knowledge, skills and personal attributes required for the role of Early Years Practitioner at The Academy at St James.

Candidates will be assessed against these criteria through the application process, interview and references. Essential criteria must be met in full, while desirable criteria will be used to support the selection process where applicable.

Criteria	Essential	Desirable
<b>Qualifications</b>	Minimum Level 2 qualification in Early Years / Childcare	Level 3 Early Years qualification
<b>Experience</b>	At least 2 years' experience working in an early years setting	Experience in a school-based nursery
<b>Knowledge</b>	Understanding of the EYFS framework Knowledge of safeguarding and child protection procedures Understanding of child development (0–5 years)	Knowledge of supporting children with additional needs
<b>Skills</b>	Ability to support learning through play-based activities Strong communication and interpersonal skills Ability to observe, assess and record children's progress Ability to work effectively as part of a team Good organisational skills and ability to use initiative	
<b>Personal Qualities</b>	Warm, caring and patient approach Enthusiastic and committed Reliable and punctual Flexible and adaptable Commitment to equality, diversity and inclusion	

<b>Other</b>	Commitment to safeguarding and promoting the welfare of children	Paediatric First Aid certificate
--------------	--	----------------------------------

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 the school.

To apply, please read the job pack and complete the application form on [mynewterm.com](https://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.*

# Early Years Practitioner 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 references prior to the interview and use them to verify the information you have provided. 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](mailto: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 as a paper copy.

## 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: Sunday 19<sup>th</sup> April 2026**

**Interviews: TBC**

## **How to contact us:**

The Academy at St James'

Chelwood Drive

Bradford

BD15 7YD

Tel: 01274 777095

Email: [office@stjames.bdat-academies.com](mailto:office@stjames.bdat-academies.com)