



APPLICANT PACK

Early Years Foundation Stage Leader

St Wilfrid's Catholic Primary School, York



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in working within our Trust.

The Trust is looking to attract teachers of the highest calibre who have a desire to lead on improving the quality of teaching, learning and outcomes across the Trust. This role is a crucial appointment for the Trust as we begin to add to our team of experienced and highly capable staff already in place across our 38 schools.

This is an exciting role for exceptional candidates with the drive to lead and to enhance standards across our schools. NPCAT is now one of the largest Multi Academy Trusts in the UK with a rich pool of school leaders, lead practitioners, curriculum leaders and a standards team who really know our schools and the steps required to lead and maintain outstanding provision. We have a commitment to our children and families to make outstanding appointments both within our schools at all levels and within the Trust central team. You will be part of this exciting team to help change the lives of the young people we serve.

We are looking for teachers who can inspire children and demonstrate a record of delivering high pupil outcomes. We are also looking for teachers who can adapt and be flexible with any challenges they may face.

In this role, you will be able to demonstrate your experience of implementing a range of effective improvement strategies to deliver positive outcomes and lasting impact. This is a wonderful opportunity for individuals with desires to develop and work with our wonderful pupils and influence change in a positive, collaborative way and the flexibility to model good practice in our schools. You will benefit from access to nationally leading CPD programmes through the Trust.

If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Job Advert

Required:	September 2026
Salary:	MPS - UPS plus TLR2a £3,527
Hours:	1 FTE
Contract Type:	Permanent
Location:	St Wilfrid's Catholic Primary School, Monkgate, York, YO31 7PB

St Wilfrid's Catholic Primary School is looking to recruit an Early Years Foundation Stage Leader. The suitable candidate will have substantial Early Years experience and in-depth knowledge of the Early Years curriculum. They will be an active member of the leadership team and effectively lead Early Years on a day-to-day basis and school development priorities, whilst supporting other Phase Leaders.

St Wilfrid's Catholic Primary School is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK. As part of the Nicholas Postgate Catholic Academy Trust family of 38 schools, there is a vast array of professional opportunities to network and grow with colleagues across the Trust.

We are looking for someone who:

- Has excellent working knowledge of the Early Years Curriculum and child development
- Substantial experience of teaching Early Years children
- Has excellent knowledge of the Key Stage 1 curriculum and can lead effective transition for all pupils between key stages
- Has the ability to lead staff and provide professional guidance in developing their knowledge and expertise in working with Early Years children
- The ability to manage a team on a daily basis
- Is able to lead a core curriculum subject
- Work effectively with parents, SLT, Governors to achieve excellence, ensuring that all statutory requirements are met to bring about high standards for all pupils
- A high level of commitment to aspirational achievement and progress for all groups of pupils
- The ability to demonstrate and model excellent teaching and learning.
- Have experience of leading, developing and enhancing the teaching practice of others including support staff
- Supportive of the Catholic ethos and the care the school provides

In return we can offer:

- A warm and welcoming school, parish and wider community
- Enthusiastic children who are curious, independent learners
- A commitment to your continuing professional development
- A well-resourced and engaging learning environment
- An experienced and talented staff team, with a supportive Governing Body, Trust team and wider School / Church community

For further information or to arrange a visit, please contact Helen Keith, Headteacher on 01904 659726.

Closing date: Friday 15th May 2026 by 9am
Interview: Week commencing 18th May 2026

Please refer to the back cover of the application pack for further details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document and Diocesan guidelines.

In addition to this, teachers undertake to develop the pupils in the understanding and knowledge of their faith. In all the undertakings, the Mission Statement of the trust should remain central.

The trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post Title: Early Years Foundation Stage Lead

Responsible To: Headteacher

Job Purpose:

- Responsible for the strategic delivery of the EYFS curriculum, maintaining an exceptional learning environment, and securing high standards of achievement through a committed approach to equality and inclusion.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Cultivate a culture of collaborative working with all stakeholders, including governors and external partners, to ensure a holistic and pupil-centered approach to education.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Duties and Responsibilities

All teachers are required to carry out the duties of a teacher as set out in the current

School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

Early Years Foundation Stage Leader

- Lead, manage and develop the curriculum delivered to all pupils in the Early Years Foundation Stage
- Lead, develop and enhance practice of all colleagues working with pupils in the Early Years Foundation Stage
- Achievement of these key objectives will involve professional responsibility for the work of all Foundation Stage staff as well as parents and others working in a voluntary capacity.

The Leader will undertake the following additional responsibilities:

- Using data effectively to make informed choices about the Early Years Foundation Stage curriculum
- Liaising with KS1 team to ensure curricular continuity and progression
- Ensuring the learning environment and continuous provision is purposeful and planned to meet the needs of all children
- Liaison with external agencies whose work relates to Early Years Foundation Stage
- Monitoring the quality of teaching and learning, resourcing and administration
- Interacting on a professional level with colleagues, establishing and maintaining good working relationships to promote development and effective delivery of the Early Years Foundation Stage curriculum and maximise children's achievement
- Working alongside the Assessment Leader to record and evaluate children's progress in the Early Years Foundation Stage as well as monitoring individual children's progress and planning for their future needs
- Providing parents/carers with information about Early Years Foundation Stage in order to maximise involvement in the classroom and the learning process
- Organising meetings and playing a key role in organising INSET for staff
- Assisting in the development and implementation of school policies and management systems, including the School Improvement Plan
- Maintaining, developing and monitoring the use of resources and advising the Headteacher and governing body on the resourcing needs for the Early Years Foundation Stage
- Undertaking other duties which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils' you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

Fulfil Wider Professional Responsibilities

- Work collaboratively with others within the trust to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

These duties are neither exclusive nor exhaustive. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Employees should be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

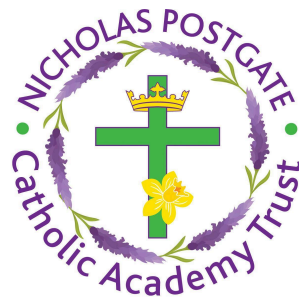
PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Criteria	Essential		Desirable	
Qualifications	E1	Qualified Teacher Status		
Experience	E2	Primary age experience		
Skills and Knowledge	E3	Excellent subject knowledge	D1	Ability to use own initiative
	E4	Outstanding classroom practitioner	D2	Vision to promote effective learning in exciting and innovative ways
	E5	Understanding and knowledge of the EYFS Curriculum requirements	D3	Dedication to raising standards and securing achievement
	E6	Adaptable, creative and dynamic subject specialist		
	E7	Ability to use a variety of strategies in order to achieve high levels of achievement		
	E8	Ability to motivate pupils		
	E9	Ability to initiate projects to achieve specific objectives and complete tasks successfully		
Personal Qualities	E10	Able to develop positive relationships for learning with both staff and pupils		
	E11	Excellent organisational skills - effective organiser of time and resources		
	E12	ICT literate		
	E13	Passionate about teaching and learning		
	E14	'Team player' who is highly self-motivated		

	E15	Good oral and written communication skills		
	E16	Ability to exercise authority		
	E17	Adaptable, reliable and committed		
	E18	Excellent interpersonal skills		
	E19	Creative and innovative approach		
	E20	Ability to embrace and promote change		
Special Requirements	E21	A committed, enthusiastic and hardworking disposition	D4	Participate in the extracurricular life of the School
	E22	A caring and sensitive attitude towards pupils and parents	D5	Contribute to wider Trust/School developments
	E23	High expectations of pupils' achievements		
	E24	Committed to safeguarding and promoting the welfare of pupils		
	E25	A commitment to uphold and actively support the Catholic ethos of the School		



Forming lives ready to face the future

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools and six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

Our geographical reach stretches across Teesside, North Yorkshire and the City of York within the northern area of the Roman Catholic Diocese of Middlesbrough. Our schools offer high-quality education, with a unique set of curricula that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 12,300 pupils, as well as the ongoing development and fulfilment of every one of our 1,500-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. All schools work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

“Educating is an act of hope and a passion that is renewed because it manifests the promise we see in the future of humanity.”

-From the Apostolic Letter – ‘Drawing New Maps of Hope’, October 2025

Proud to Serve

Teesside, North Yorkshire & the City of York



The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

Friendly people

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

Arts and culture

Museums and galleries include Middlesbrough Institute of Modern Art (Mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition. York is at the cutting edge of artistic innovation, creativity and media arts hosting the York art gallery, Castle Howard with its wonderful gardens to name but a few.

Entertainment and leisure

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and children, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course. In the centre of York is the magnificent Minster which is one of the UK's top 50 visitor attractions welcoming hundreds of thousand visitors each year.

Outstanding countryside

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, Teesside University is based in Middlesbrough, York and York St John Universities based in the centre of the city. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald, government advisor Sir Martin Narey, impressionist Kevin Connolly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

Strong transport links

There are good road and rail links across the Teesside and York areas providing links to the rest of the country. Teesside, Leeds-Bradford and Newcastle airports are also close by with regular flights to Scotland, Jersey, Spain and many other popular holiday destinations across the world.



The Diocese of Middlesbrough

NPCAT is one of two multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided. Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Apostolic Administrator of the Diocese of Middlesbrough, Bishop Marcus Stock provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.

We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one

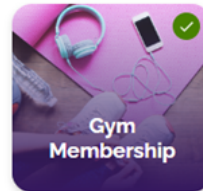
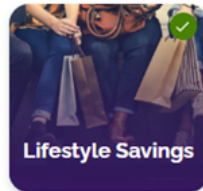
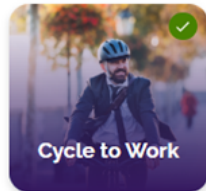
parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

Our schools serve the following parishes:

Brotton, St Anthony of Padua
Catterick Garrison, St Joan of Arc Garrison
Guisborough, St Paulinus
Helmsley, St Mary's
Ingleby Barwick, St Thérèse of Lisieux
Leyburn, SS Peter & Paul
Loftus, St Joseph and Cuthbert
Malton, SS Leonard & Mary
Marske-by-the-Sea, St Bede
Middlesbrough, Corpus Christi
Middlesbrough, Holy Name
Middlesbrough, St Clare of Assisi
Middlesbrough, St Francis of Assisi
Middlesbrough, St Joseph
Middlesbrough, St Mary's Cathedral
Middlesbrough, St Patrick (Sacred Heart)
Middlesbrough, St Thomas More
North Ormesby, St Alphonsus
Nunthorpe, St Bernadette
Ormesby, St Gabriel
Pickering, St Joseph's
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)
Richmond, SS Joseph & Francis Xavier
Saltburn, Our Lady of Lourdes
Staithes, Our Lady Star of the Sea
Teesville, St Andrew's Parish
Thirsk, All Saints
Thornaby, Christ The King
Thornaby, St Patrick
Ulshaw Bridge, SS Simon & Jude
Wycliffe, St Mary's
Yarm, St Mary and Romauld
York, Our Lady's, Acomb & English Martyrs
York, St Aelred's
York, St George's
York, St Wilfrid's York & St Joseph's Clifton

Employee Benefits and Wellbeing



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

Training, Development and Progression

We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as our non-teaching support staff.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

A full suite of training packages are available across the Trust some delivered in-house and others via our partnerships for national continuous professional development (CPD) trainers such as Best Practice Network.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with nationally recognised partners.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Leaders currently in post engage with Best Practice Network on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

All staff can access training relevant to their current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.



How to Apply

Application form and further information is available from:
npcat.org.uk/current-vacancies

Applicants should complete and return a **Teacher Application Form and Recruitment Monitoring Form** to: enquiries@stwilfrids.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Helen Keith, Headteacher on 01904 659726.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

Thank you for your interest in NPCAT. We look forward to receiving your application.

