

# EARLY YEARS TEACHER



**St Mary's School**  
C A M B R I D G E

**Start date September 2025**

St Mary's Junior School  
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St Mary's School Cambridge – A Company Limited by Guarantee. Registered Office: Bateman Street Cambridge CB2 1LY –  
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## Welcome from the Head

St Mary's Junior School has the capacity to educate 200 girls from ages 3 – 11. The School, which is set in leafy Cambridge on the edge of Vicars Brook and the Fen, combines a warm and nurturing environment with excellent resources, a commitment to teamwork and the professional development of staff. From here, many of our girls go on to join our successful Senior School on Bateman Street, where they remain until the end of Sixth Form.

St Mary's is an ambitious School with a strong set of values focused on providing every girl with the opportunity to reach her full potential. Nurturing a love of learning, we ensure that each child acquires and secures the skills to become effective lifelong learners, fit not only for the world we live in today, but for a future yet to be determined. Adventure, curiosity, kindness and reflection lie at the core of what we do. Coupled with our strong and thriving connection with the Mary Ward values. We place equal importance on their social, moral and cultural growth. At all times the girls are expected to uphold the ethos of the School in a positive manner and are proud ambassadors; not only on site but when representing St Mary's at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. Above all, we encourage academic endeavour and that each child strives, gives of their best, and achieves their potential.

At St Mary's Junior School we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the girls conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we do. We place great emphasis on the strength of our community and the girls being considerate, courteous and tolerant of the needs of others.

We are a progressive and vibrant School that focuses on raising the aspirations and releasing the potential of every young person in our care. In this environment, they have the opportunity to grow academically on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at St Mary's is a unique experience but one that is treasured by all in its community.

## What we can offer you

- The opportunity to join a very successful team of committed and highly qualified teachers.
- A supportive environment where the work-life balance of teachers is important.
- Outstanding facilities and resources to support learning and teaching.
- A forward-thinking, can do, risk-taking, mistake celebrating community where anything is possible!
- An opportunity to grow as a teacher and access further professional development opportunities both in the Junior School and within the wider St Mary's community.
- A bespoke induction and training programme with built-in support and mentoring as required.
- A strong Staff Wellbeing Programme (wellbeing days/staff events/breakfasts/socials).
- The opportunity to be part of St Mary's Junior School at this most pivotal and exciting time.

## **Job Description: Early Years Teacher**

**Reporting to: Head of Junior School**

**Hours of work: Full-time**

**Contract: Permanent**

**Salary: £30,965 - £43,671**

### **The Role**

We are looking for a passionate and innovative Early Years teacher who will support, nurture and motivate our Pre-School or Reception children to realise their full potential. You will demonstrate the skills, expertise and passion to inspire and encourage the children in your care and strive for excellence in all areas.

This is an exciting opportunity for a well-qualified, imaginative and driven early years teacher to deliver outstanding opportunities within our Early Years Department. You will display a passion for this age group, a love of working with young and curious minds and be creative in your approach to challenges and opportunities. A love of outdoor learning with qualifications in Forest School is desirable. The ability to effectively track the progress of each child and to communicate articulately with parents is essential.

You will understand School protocols and policies and be willing to make a full contribution to School life. You will have a good working knowledge of child protection issues and safeguarding and undertake the appropriate training, as you will liaise with the Designated Safeguarding Lead on related and highly confidential matters. You must be friendly, approachable, discrete and supportive.

We are committed to creating a curriculum that is adaptive, collaborative, innovative and academically rigorous and developing strategies to improve outcomes and foster independent, lifelong learning. The main focus of the role is to contribute to all areas of learning, curriculum development, pastoral care and personal growth for girls joining St Mary's Junior School from the age of 3, with an emphasis on providing high quality learning opportunities for all.

Whilst this Job Description is for an EYFS Teacher, all teachers at St Mary's School may be required to teach in other year groups, at the discretion of the Head.

## Key Responsibilities for a teacher

KEY AREAS	PROFESSIONAL DUTIES AND RESPONSIBILITIES
<b>Teaching &amp; Learning</b>	<p>In relation to learning, teaching and assessment:</p> <ul style="list-style-type: none"> <li>• Ensure that the Pre-School and Reception curriculum is suitably stimulating, challenging and differentiated to allow the youngest girls in the School to achieve the right level on entry and have a shared foundation for future progress.</li> <li>• Identify ways in which the classes can be organised to implement and develop the six areas of learning of the EYFS programme, in keeping with the School's aims and ethos.</li> <li>• Be available to support the Head of Early Years in ensuring that the School is fulfilling its Foundation Stage obligations and reporting on these as required (eg to the ISI or the Head and Board).</li> <li>• Develop strategies for raising achievement, ensuring that girls are supported and rewarded for these.</li> <li>• Continually assess children's progress both formally and informally and maintain children's profile records.</li> <li>• Manage and take responsibility for the completion of Early Years Profiles for all relevant children, delegating, where appropriate, to other Key Workers within the EYFS Department.</li> <li>• To manage and take responsibility for the resources within the Pre School or Reception classroom and the outdoor learning environment, replacing and replenishing as necessary.</li> <li>• To prepare School reports, reports for educational psychologists, other Schools and for any other body/organisation, as requested by the Head, Deputy Head or Governors.</li> <li>• To inform the Head or Deputy Head of any concerns you may have about any individual or group of children.</li> <li>• To participate in educational visits and extra-curricular activities.</li> <li>• To carry out other supervisory duties and duty rotas, as required.</li> <li>• To participate in meetings, training and professional development as required.</li> <li>• To provide cover for colleagues as required.</li> <li>• To undertake such other reasonable duties that may be required from time to time.</li> <li>• To liaise directly with the Deputy Head in all matters relating to learning and teaching.</li> </ul>
<b>Safeguarding &amp; Pastoral</b>	<p>In relation to pastoral care, social development and safeguarding:</p> <ul style="list-style-type: none"> <li>• Share responsibility for the well-being of the children.</li> <li>• Maintain high standards of behaviour within the class.</li> <li>• Develop ideas pertinent to the age of the girls in the Year Group including educational experiences, awards and rewards and activities with the support of the relevant colleagues.</li> <li>• To contribute to the completion and updating of risk assessments specific to children in the EYFS and to report any concerns to the Premises Manager and to the Bursar.</li> <li>• Maintain safeguarding training.</li> <li>• To liaise with the DSL to ensure the safeguarding and security of all children in your care.</li> <li>• As required, to attend assemblies, register and supervise pupils, whether these duties are to be performed before, during or after the main school day.</li> </ul>

	<p>In relation to the parents:</p> <ul style="list-style-type: none"> <li>• In liaison with the Head, and when required, advise parents on pupil progress.</li> <li>• Where appropriate, meet with parents to discuss their daughter's academic progress.</li> <li>• Create opportunities to provide further information and guidance to parents regarding their daughter's education and progress.</li> <li>• Develop opportunities to invite parents to the School and involve them in the education of their children.</li> </ul>
<b>Enrichment &amp; Extra Curricular</b>	<ul style="list-style-type: none"> <li>• Participation in the enrichment programme as part of timetabled lessons.</li> <li>• Participation in the extra-curricular programme, both within the department and for the whole School, outside of timetabled lessons.</li> </ul>
<b>Professional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Adherence to the Staff Behaviour Policy of the School at all times.</li> <li>• Participation in an induction programme.</li> <li>• Attendance of all INSET meetings and completion of relevant training.</li> <li>• Communication and consultation with parents.</li> <li>• Communication and cooperation with persons or professional bodies outside the school.</li> <li>• Participation in meetings arranged for any of the purposes described above.</li> <li>• Attendance at briefings, staff meetings, Parent Evenings, Activity Mornings and Open Events, or any other events reasonably required by the School.</li> <li>• Participation in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.</li> <li>• Participation in reviews and appraisal of your performance and that of other teachers, where appropriate.</li> <li>• Participation in arrangements for further training and professional development including those aimed at meeting the needs identified in performance objectives or in appraisal statements.</li> <li>• Teachers may be required to be available for cover during non-contact times as the need arises.</li> <li>• Participation in administrative/organisational tasks related to duties around the school.</li> <li>• Other related duties as directed by the Head, senior leadership team or line manager.</li> </ul>

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## Person Specification

SPECIFICATION	DETAIL
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Share in the values that define our school</li> <li>• EYPS or QTS qualified</li> <li>• Evidence of CPD and/or School practice and commitment to continuous personal and professional development</li> <li>• Prior teaching experience in Early Years Foundation Stage Setting</li> <li>• Knowledge and understanding of the Early Years Foundation Stage curriculum and its assessment</li> <li>• Confident use of ICT and digital platforms such as Tapestry or Seesaw</li> <li>• Knowledge and understanding of the Early Years Foundation Stage curriculum and its assessment</li> <li>• Thorough understanding of the developmental and learning needs of young children, particularly within the EYFS and the transition into KS1</li> <li>• Evidence of involvement in curriculum development</li> <li>• Excellent classroom practitioner</li> <li>• Commitment to being an excellent team player</li> <li>• Establishment of professional relationships with children and families</li> <li>• Excellent behaviour management skills</li> <li>• Knowledge of Health and Safety issues relevant to this age range</li> <li>• Awareness of safeguarding issues</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Positive attitude to use of authority and maintaining discipline</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Forest School trained</li> <li>• An understanding of recent developments in assessment</li> <li>• Knowledge of Key Stage One</li> <li>• First Aid qualification</li> <li>• Additional training/qualifications to enhance performance in the EYFS</li> <li>• Specific subject skills and knowledge</li> <li>• Experience in working in the independent sector</li> <li>• Knowledge of the independent School structure and requirements for entrance to Prep Schools</li> <li>• Ability to lead a subject area</li> </ul>

## **Child Welfare and Child Protection Issues**

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people
- ability to form and maintain appropriate relationships with children and young people
- emotional resilience in working with challenging behaviours
- attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.

## **Benefits**

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments, a season ticket discount and much more.

## **Process**

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: [hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk) or call: 01223 353253.

Closing date: 12 noon Friday 18 April 2025

Interview date: from 8.00am Thursday 24 April 2025

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

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CAMBRIDGE