



Two Rivers Primary School
 Quince
 Amington
 Tamworth
 Staffordshire
 B77 4EN

☎: 01827 426123
 ✉: office.@tworiversschool.net
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Endeavour
 Multi-Academy Trust

Person Specification – EYFS Phase Leader

Criteria	Essential	Desirable	Assessment Method
Qualifications	Qualified Teacher Status (QTS)	Additional EYFS or SEND qualification	Application / Certificates
Experience – Teaching	Experience teaching in EYFS and/or SEND provision	Experience in a special school or satellite provision	Application / Interview
Experience – Leadership	Experience of leading a phase, subject, or team	Experience leading EYFS across a setting	Application / Interview / References
Safeguarding Expertise	Strong knowledge of safeguarding and child protection; understanding of KCSIE	DSL training completed	Application / Interview
Safeguarding Practice	Experience managing safeguarding concerns and working with vulnerable pupils	Experience leading Early Help or multi-agency safeguarding work	Interview / Scenario task
Knowledge – EYFS	Strong understanding of EYFS framework and child development	Experience adapting EYFS for complex SEND needs	Application / Interview
Knowledge – SEND	Understanding of needs of pupils with SEND, including communication and sensory needs	Experience working with complex or profound needs	Interview
Leadership Skills	Ability to lead, motivate and develop staff	Experience delivering staff training	Interview / Task / References
Communication Skills	Excellent communication with staff, pupils, families and external agencies	Experience chairing meetings or presenting to stakeholders	Interview
Organisation & Record Keeping	Ability to maintain accurate, confidential records and manage workload effectively	Experience using safeguarding systems (e.g. CPOMS)	Application / Interview
Multi-agency Working	Ability to work effectively with external professionals and agencies	Established experience in multi-agency collaboration	Interview



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Personal Qualities	Resilient, calm under pressure, high emotional intelligence, strong commitment to safeguarding and inclusion	Experience of trauma-informed approaches	Interview / References
Commitment to Safeguarding	Demonstrates a strong commitment to safeguarding and promoting welfare of children	—	Application / Interview



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