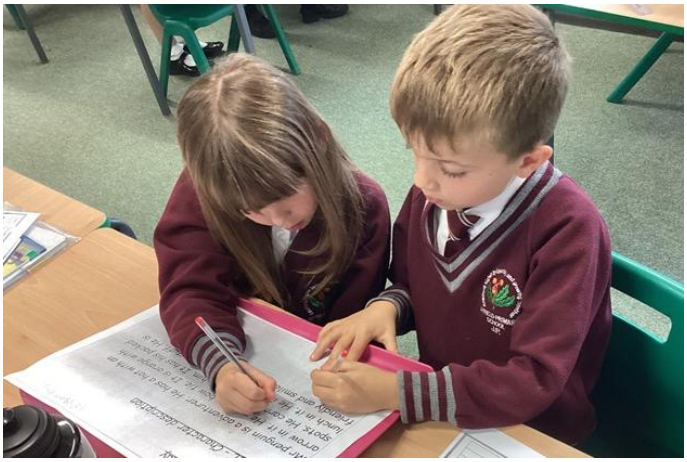
Early Years / Key Stage 1 Teaching Assistant Level 4

Candidate Information Pack

Closing Date: 9.00am, Monday 7th December 2026









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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman

Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in joining the team at Layfield Primary School. We are a dedicated and passionate community, committed to providing the best possible learning environment for our children. Our aim is to nurture every child so they can reach their full potential, both academically and personally.

At Layfield Primary School, we believe that the foundation of a successful school lies in a strong, motivated, and caring staff team. Therefore, we take great care in selecting individuals who are not only skilled and knowledgeable but also enthusiastic about making a real difference in the lives of young people. If you share our commitment to fostering a positive and inclusive learning environment, we would be delighted to receive your application.

We are proud of our warm and welcoming atmosphere, where both staff and pupils feel valued and supported. Our school values are at the heart of everything we do and are reflected in our rules –
Be Ready, Be Safe and Be Respectful. We promote fundamental British Values through the ethos of our school and the curriculum. We also actively promote children rights through the Rights Respecting Schools Award. We look for staff members who embody these values and who can work collaboratively as part of a team to help our children thrive.

Enclosed with this letter is the application pack, which includes a job description and person specification. Please read these carefully, as they provide key information about the role and the qualities we are seeking in the successful candidate.

Should you have any questions regarding the role or the application process, please do not hesitate to contact us at info@layfield.org.uk or 01642 786153. We also encourage potential applicants to visit the school, and would be happy to arrange this if you are interested.

Once again, thank you for your interest in this position and our school. I look forward to receiving your application and wish you every success in your job search.

Yours sincerely,

Sharon Lock
Headteacher

Early Years / Key Stage 1 Teaching Assistant Level 4

Job Title: Early Years / Key Stage 1 Teaching Assistant Level 4
Location: Layfield Primary School (Yarm)
Start Date: As Soon As Possible
Actual Salary: £24,486 to £26,324 (Grade I, SCP 19 to 22)
Hours of Work: 32.5 hours per week, term time only (Monday to Friday)
Contract Type: Permanent
Closing Date: 9.00am, Monday 7th December 2026
Interviews: Monday 14th December 2026

About the Role
We seeking to appoint a highly motivated Level 4 Early Years qualified teaching assistant to join our friendly and welcoming school. The role will be primarily based in our Early Years / Key Stage 1 setting and involve working in classes to cover teacher release time and support for class teachers when not in a covering role.

The successful candidate will:

- Have high expectations of the children both in terms of achievement and behaviour and be committed to raising standards.
- Be able to work effectively as part of a team and independently using their own initiative.
- Have experience of working across a range of different year groups.
- Believe passionately in creating an outstanding learning environment and opportunities to ensure all children achieve and make the best possible progress
- Have a talent for bringing learning alive and be successful in securing children's excitement for learning.
- Be able to communicate effectively with children, staff and parents.
- Have good Literacy and Numeracy skills.
- Meet HLTA standards or equivalent qualification or have relevant experience.

About Us
We are Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:
- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click here..

For further information on the school, please click here.

How to Apply
Please make sure that the application form is completed and returned via email to info@layfield.org.uk addressed to Miss S Lock, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Layfield Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click here.

Job Description

POST TITLE: Early Years Teaching Assistant Level 4
GRADE: I (SCP 19 – 22)
REPORTS TO: Head Teacher

OVERALL RESPONSIBILITES:

- To provide teacher PPA and management cover and to conduct intervention group work with children at other times.
- To work with and supervise individual and groups of children under the direction of the teacher, inclusive of contribution to teacher lesson plans, delivery and assessment, enabling access to learning for all pupils and support in the classroom management and behaviour techniques.
- Management of other teaching assistants including deployment and performance management

TASKS:

SUPPORT FOR THE PUPIL:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil learning, in conjunction with the teacher.
- Establish productive working relationships with all pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils.
- Provide consistent support to all pupils responding appropriately to individual pupil needs.
- Encourage pupils to interact and work cooperatively with others and engage in activities. Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupil in relation to progress and achievement.

SUPPORT FOR THE TEACHER:

- Production of lesson plans, worksheets, learning objectives, etc within agreed system of supervision.
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson / work plans as appropriate within agreed systems of supervision.
- Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.
- Administer and assess / mark tests and accurately record achievement / progress.
- Support the role of parents / carers in pupils' learning and contribute to / lead meetings with parents / carers to provide constructive feedback on pupil progress / achievement etc.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically, providing evidence of the range and level of progress and attainment.

SUPPORT FOR THE CURRICULUM:

- Deliver learning activities/programmes, adjusting activities according to pupil learning styles and individual needs within agreed system of supervision.

- Support the delivery of local and national programmes effectively utilising all alternative learning opportunities to support extended development.
- Use technology effectively in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Select and prepare required resources to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

SUPPORT FOR THE SCHOOL:

- Comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop multi-agency approaches.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Establish own best practice and lead specialist area and use to support others.
- Assist with the identification, planning and delivery of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours, which consolidate and extend in-school activities

SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

POST TITLE: Teaching Assistant Level 4
GRADE: I (SCP 19 – 22)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Relevant Early Years Qualification. • Level 4 Teaching Assistant qualification *or* Level 3 with experience of supporting planning and learning to cover classes *or* qualified teacher status. • Demonstrable levels of Maths & English equivalent to GCSE levels A-C or 5+, or NVQ Level 2 (or equivalent test)	• Expertise in 1 or more of the curriculum areas
EXPERIENCE:	• At least 3 years' experience as a Teaching Assistant *or* successful completion of qualified teacher status • Experience of managing whole classes (for example for PPA or covering short-term absence, teaching practice) • Experience of planning, preparing and delivering learning activities for individuals/groups.	• Experience in more than one Key Stage • Experience of working in an Early Years environment.
SKILLS/ KNOWLEDGE:	• Knowledge of the requirements of the National Curriculum and Early Years Framework. • Understanding of behaviour management strategies. • Ability to adapt practice for children with SEND needs. • Secure understanding of safeguarding responsibilities. • Willingness to work across the school. • Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for Teaching and Learning. • Effective oral and written communication skills. • Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.	• Understanding of First Aid procedures. • Sound IT skills to support learning. • Willingness to attend training.

	• Good organisational and time management skills.	
PERSONAL AND PROFESSIONAL ATTRIBUTES:	• Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school • Adaptable nature to the changing demands of the role • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work • Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning • Able to improve their own practice through observations, evaluation and discussion with colleagues.	

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to info@layfield.org.uk addressed to Miss S Lock, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 9.00am, Monday 7th December 2026

Interviews to be held: Monday 14th December 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

Spark Education Trust is a company limited by guarantee registered in England. Company Number: 10249712. VAT Number: 476496535.
Registered Office: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, TS17 0RJ