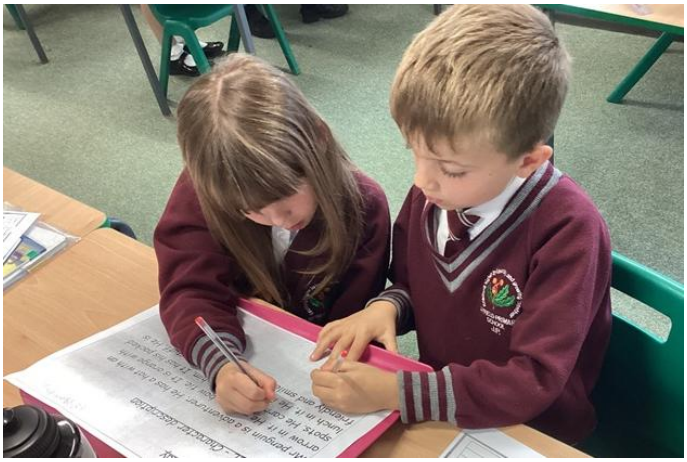
SPARK EDUCATION TRUST

LAYFIELD PRIMARY SCHOOL

Early Years Teaching Assistant Level 3

Candidate Information Pack

Closing Date: 9.00am, Friday 11th 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 Teaching Assistant Level 3

Job Title: Early Years Teaching Assistant Level 3
Location: Layfield Primary School (Yarm)
Start Date: As Soon As Possible
Actual Salary: £22,561 - £24,233 (Grade H, SCP 14 to 17)
Hours of Work: 32.5 hours, term time only (Monday to Friday)
Contract Type: Permanent
Closing Date: 9.00am Friday 11th December 2026
Interviews: w/c 14th December 2026

About the Role
We are seeking a Level 3 Early Years qualified teaching assistant to join our wonderful staff team. The role will be primarily based in our Early Years setting and involve supporting the teaching and learning of children of all abilities, including children with SEND needs. Whilst our current need is for support in nursery, we are looking for someone who is flexible in their outlook and enjoys working with primary children of all ages. This role may also incorporate supporting SEND children during break and lunchtimes.

The successful candidate will work closely with class teachers, assist in the delivery of the Early Years Curriculum, support indoor and outdoor learning, manage pupil behaviour and attend to pupil's needs and provide feedback about pupil progress. The right candidate will be patient, friendly and have a passion for supporting all children, including those in Early Years, to reach their potential.

About Us
We are a recently merged Trust, 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 3
GRADE: H (SCP 14 – 17)
REPORTS TO: Head Teacher

TASKS:

SUPPORT FOR THE PUPIL:

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of Individual Support/ Behaviour Plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER:

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupil's work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Supervise and assess routine tests and invigilate examinations/tests.
- Provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities, etc.

SUPPORT FOR THE CURRICULUM:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. English, Maths, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of IT in learning activities and develop pupil's competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL:

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise pupils on out of school activities as required.
- Accompany teaching staff and pupils on visits and trips as required with appropriate responsibility.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

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: Early Years Teaching Assistant Level 3
GRADE: H (SCP 14 – 17)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Relevant Early Years Qualification. • Requirement to complete an Induction Programme. • Willingness to participate in relevant training and development opportunities. • NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant.	• Paediatric First Aid training or willingness to undertake. • Child Protection and Safeguarding training. • Curriculum Training. • Training in Special Educational Needs strategies. • Qualifications at GCSE level or equivalent in Maths and English.
EXPERIENCE:	• Recent and relevant experience of working with children within a Primary education setting.	• Experience of working in an Early Years environment.
SKILLS/ KNOWLEDGE:	• Ability to relate well to children and adults and build effective working relationships. • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Flexibility to work in any area of school, with support and direction from a teacher. • Knowledge of Safeguarding children and the importance of confidentiality, health and safety and GDPR. • Knowledge of the Early Years Framework. • Excellent communication, maths and English skills. • The ability to manage the behaviour of children in a positive and supportive manner. • Understanding of inclusion, especially within a school setting. • Ability to promote a positive ethos and be professional at all times. • Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.	• Knowledge or experience of phonics. • Working knowledge of relevant policies, codes of practice and legislation related to schools. • Specialist subject knowledge or extra curricula skills.

	• Ability to adapt own approach in accordance with pupils needs. • Understanding of the national curriculum and its delivery. • Understanding of principles of child development, learning styles and independent learning. • Experience of resource preparation to support learning programmes. • Effective use of IT to support learning.	
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. • 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 value, 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. • Good command of the English Language. • Passion for supporting pupils with SEND, including with behaviour and/or personal care.	

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, Friday 11th December 2026

Interviews to be held: w/c 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