



# Early Years Teaching Assistant Recruitment Pack



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



# PARKGATE PRIMARY SCHOOL



Parkgate Primary School is a thriving school that is committed to Building Brighter Futures for all of their students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Zoe Richards, Headteacher*

<b>JOB TITLE:</b>	TEACHING ASSISTANT EARLY YEARS
<b>OPPORTUNITY:</b>	<p>This is an exciting time to join Parkgate Primary School. The school is passionate about building brighter futures for its young people. We are seeking to appoint an excellent Early Years Teaching Assistant to provide appropriate learning opportunities, care and supervision, ensuring that students are able to safely access all aspects of School life, and achieve their full potential during their time at Parkgate Primary School.</p> <p>The successful candidate will work with teachers to support and enhance the teaching and learning to ensure children make progress in line with their targets.</p>
<b>REPORTING TO:</b>	Headteacher
<b>LOCATION:</b>	Based at Parkgate School with a requirement to travel to work at or for schools in the Trust
<b>SALARY/HOURS:</b>	Grade 3 - £19,168 - £20,148 per annum (pro-rata salary) 35 hours per week, 39 weeks per annum Mon – Fri: 8.15am – 3.45pm
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• Competitive rates of pay</li><li>• Extensive professional development opportunities across the Trust</li><li>• Career pathways across the Trust</li><li>• Teacher/Local Authority Pension Schemes</li><li>• Online retail discount</li><li>• Employee Assistance Programme</li><li>• Family Friendly policies to support family &amp; carer commitments</li><li>• Flexible Working Arrangements</li></ul>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

# JOB DESCRIPTION



## Job Purpose

To support the Early Years classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

## Duties and responsibilities

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group/whole class activities within and away from the classroom/school, such as educational visits.
- Attend training sessions in accordance with the requirements of the school.
- Attend and participate in relevant meetings as required.

## Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

## Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

# PERSON SPECIFICATION



	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent</li> <li>Educated to Advanced Level / NVQ Level 3 or equivalent</li> <li>Early Years qualification</li> </ul>		Application Form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Highly organised; can prioritise and work well under pressure.</li> <li>Able to communicate effectively both verbally and in writing with a range of audiences</li> <li>IT literate including Microsoft word, excel and outlook.</li> <li>Able to be proactive, pre-empting children's needs.</li> <li>Able to understand curriculum content and make it accessible to children.</li> <li>Able to implement action plans for individual and groups of children.</li> <li>Able to adapt and modify materials and resources to make them accessible to children.</li> <li>Able to support with the implementation of the school's Behaviour Policy.</li> <li>Able to work as an effective team member and work on own initiative.</li> <li>Able to maintain confidentiality and data security.</li> <li>Able to consistently produce high quality work.</li> </ul>		Application Form Interview Written Test

	<ul style="list-style-type: none"> <li>• Able to deal with situations calmly and efficiently.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children in an Early Years primary school or similar setting</li> <li>• Experience of working with children with specific special needs</li> </ul>		Application Form Interview
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of relevant codes of practice and legislation</li> <li>• Sound knowledge of National Literacy and Numeracy strategies</li> <li>• Knowledge and understanding of and proactive approach to Equal Opportunities</li> <li>• Understanding of how to monitor and track the progress of pupils</li> </ul>		Application Form Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others.</li> <li>• Committed to and able to promote the aims of the school and the values of The Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress.</li> <li>• Shares and listens to information, opinions and ideas using a range of effective approaches</li> <li>• Has a genuine concern to secure the educational progress of pupils irrespective of their ability or ethnic, cultural or social background</li> </ul>		Application Form Interview

	<ul style="list-style-type: none"><li>• Hard working and committed</li><li>• Has a sense of humour, patience and resilience</li></ul>		
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## HOW TO APPLY



CLOSING DATE:	Monday 24 June 2024, noon
INTERVIEWS:	Thursday 27 June 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Parkgate Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.