

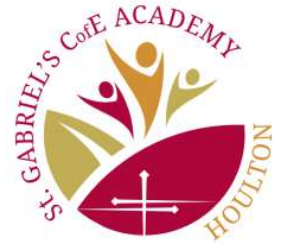


Communicating Love; Inspiring our Community to Flourish



## Candidate Information Pack

EYFS Teaching Assistant SCP 7 – 10 £21,011 - £22,395 Actual (£26,403-£28-142 FTE)  
35 hours p/w Term Time Only plus Teacher Training days (39 weeks)  
St Gabriel's CofE Academy  
Houlton  
CV23 1AN



## Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of EYFS Teaching Assistant here at St Gabriel's Church of England Academy and Nursery.

St Gabriel's is a two-form-of-entry Primary school in the developing area of Rugby known as Houlton. Our school building is an amazing space with wonderful opportunities for children to learn in great facilities. As a school, we are committed to inspiring, challenging and supporting the children in our care to fulfil their potential, making them feel valued, loved and able to flourish. Their needs are at the heart of all our decision-making and, as a Church of England School, our inclusive Christian ethos is at the centre of what we do as we aim to work for the common good of everyone.

We are looking for a professional who shares these values and would like to join a team committed to learning and growing personally and professionally.

We can offer you:

- The chance to work with a wonderful skilled and highly collaborative team to affect learning and progress of children.
- Flexible working opportunities.
- 13 weeks break from work each year.
- Training and career progression opportunities.
- Discounted childcare.

I hope this information pack will capture your interest as you carefully consider the opportunity on offer here. If you feel inspired by the challenge, I would love to hear from you.

Andy Taylor  
Headteacher



## Ethos



At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society

## Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Love one another as I have loved you - John<sup>13:34</sup>

## Job Description – EYFS Teaching Assistant



**Immediately responsible to:** EYFS Teaching Assistants are managed by and are directly accountable to the Senior Leadership Team and Early Years Lead. At all times EYFS Teaching Assistants will operate within school policies and procedures.

### **Purpose of the Job**

To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of delegation. This may involve preparing and delivering learning activities for individuals/groups and supporting groups. Monitoring and assessment of individual pupils and recording and reporting on pupils' achievement, progress and development.

### **Duties and Responsibilities**

#### **Pupil Support**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all pupils within the school.
- Respond skilfully to individual needs.
- Promote independence and holistic development.
- Provide feedback to pupils in relation to progress and achievement.

#### **Working in the Teaching team:**

- Organise and contribute to well-planned learning environments and resources.
- Within an agreed system of delegation, prepare engaging learning opportunities to support pupils' development and progress.
- Evaluate pupil responses to learning activities through a range of assessment and monitoring strategies. Contribute systematically to the assessment of pupils, the recording of progress and planning for next steps as part of the assessment cycle.

- Promote positive relationships and behaviour.
- Deploy specialist support where required.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

#### **Working in the school team**

- Fully adhere to and contribute to the development of school policies and procedures including the safe and effective running of the school, child protection, health and safety and security, confidentiality and data protection.
- Deliver out of school learning activities to enrich pupils' experience.
- Contribute fully to the life of the school.
- Be a point of contact for parents, developing positive relationships.

#### **Other**

- Maintain a commitment to professional development and training; keeping up-to-date with developments in EYFS curriculum and teaching and learning
- Act as an ambassador for the school, promoting the ethos, aims and provision at St Gabriel's Church of England Academy.
- Any other duties required by the Headteacher, which are within the scope of this post.

*This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation.*

# Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



| Education and training |                                                                                                                                                                                       | Essential | Desirable | Measured by:              |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------|
|                        | Relevant NVQ level 2 or equivalent                                                                                                                                                    | ✓         |           | Application               |
|                        | GCSE Maths and English at grade A-C or equivalent                                                                                                                                     | ✓         |           |                           |
|                        | Current first-aid certificate                                                                                                                                                         |           | ✓         |                           |
|                        | Evidence of further professional development                                                                                                                                          | ✓         |           |                           |
| Relevant Experience    |                                                                                                                                                                                       |           |           |                           |
|                        | Relevant recent experience of working to support learning within a primary or EYFS setting                                                                                            | ✓         |           | Application and interview |
|                        | Demonstrable experience of impacting on pupil progress and outcomes                                                                                                                   | ✓         |           |                           |
| Knowledge and Skills   |                                                                                                                                                                                       |           |           |                           |
|                        | Knowledge and understanding of Early Years Foundation Stage Curriculum & Assessment                                                                                                   | ✓         |           | Application and interview |
|                        | Ability to articulate an understanding of excellent practice in teaching and learning in Early Years                                                                                  | ✓         |           |                           |
|                        | Knowledge of assessment, recording and reporting of pupils' progress and achievements in the Early Years Foundation Stage Curriculum including an understanding of standards expected | ✓         |           |                           |
|                        | Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.                                                | ✓         |           |                           |
| Personal Qualities     |                                                                                                                                                                                       |           |           |                           |
|                        | Demonstrates genuine passion for learning and children's progress                                                                                                                     | ✓         |           |                           |



|              |                                                                                                                                                   |   |  |                                       |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---|--|---------------------------------------|
|              | Positive and flexible approach to new ideas, approaches and challenges                                                                            | ✓ |  | Application and interview             |
|              | Excellent communication and interpersonal skills                                                                                                  | ✓ |  |                                       |
|              | Evidence of good personal relationships, including the ability to work as a member of a team                                                      | ✓ |  |                                       |
|              | Ability to work independently, demonstrating initiative                                                                                           | ✓ |  |                                       |
| Additional   |                                                                                                                                                   |   |  |                                       |
|              | Evidence of an appreciation of establishing and developing positive relationships with parents and the local community                            | ✓ |  | Application and interview             |
|              | Committed to own continuing professional development                                                                                              | ✓ |  |                                       |
|              | Demonstrates an understanding that at all times the best interests of the children must be promoted                                               | ✓ |  |                                       |
|              | Commitment to upholding and promoting the school's ethos and values                                                                               | ✓ |  |                                       |
|              | An understanding of and proactive commitment to promoting equal opportunities for all                                                             | ✓ |  |                                       |
|              | Excellent attendance record                                                                                                                       | ✓ |  |                                       |
| Safeguarding |                                                                                                                                                   |   |  |                                       |
|              | Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances. | ✓ |  | Application, interview and references |
|              | Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.                   | ✓ |  |                                       |

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. Pre-employment checks of successful applicants will include an online search. **The post holder will be required to take responsibility for and uphold a culture of safeguarding within the school community.***

## Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact [office@stgabrielscofeacademy.org](mailto:office@stgabrielscofeacademy.org) to arrange.



**Please note the closing date for applications is 12:00pm on 1<sup>st</sup>**

**December 2025**

**Interviews provisionally 4<sup>th</sup> December 2025**

## Contact Details

**Completed applications and supporting documents should be sent via email to:**

**[office@stgabrielscofeacademy.org](mailto:office@stgabrielscofeacademy.org)**

**or posted to:**

**Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN**

If you do not receive acknowledgement of an electronic application then please phone

01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire