



APPLICATION PACK

EYFS TEACHING ASSISTANT

"Together we learn - United we achieve"





EYFS TEACHER ASSISTANT

Would you like to be a part of a passionate, hard-working and forward-thinking team who puts the children at the heart of everything they do?

Job Description	EYFS Teacher Assistant
Salary	Grade 4
Job Type	Full Time (term-time only)
Start Date	September 2024
Apply by	Friday 14th June
Working Pattern	Full time
Contract Term	Permanent



WELCOME FROM THE HEADTEACHER, MRS CAROLINE BURDEN

Thank you for your interest in joining us at Townville Academy.

We are committed to our school being an environment of excellence for our children to develop and grow in.

Our school has approximately 140 pupils, taught by enthusiastic and energetic staff that are committed to their roles. Together, we ensure that the children are always the focus of school life and are valued both as individuals and as part of the school community.

Our school focuses on promoting all aspects of every child's development including academic, physical, social and spiritual development – thus laying down strong foundations for future progress. We provide a broad and balanced curriculum that is challenging, stimulating, enjoyable and fun, as we believe that exciting learning opportunities enhance progress.

We are now delighted to have joined Accomplish MAT. Accomplish MAT are specialists in Early Years education and we know that your professional development will be enhanced significantly by joining our team.

Above all, we want all our children to be happy and enjoy their time with us.

Visits to the school are welcome.



ABOUT OUR SCHOOL

Townville Academy aspires to offer the best possible early education for our children in a happy, safe, inclusive environment.

We build firm foundations through a welcoming, holistic community approach placing the individual needs of the child at the heart.

With high expectations and aspirations for every child we seek to ensure all children develop the skills and attributes they need to thrive and succeed both now and in the future.

We endeavour to maintain a caring, friendly ethos whilst ensuring every child is challenged to reach their full potential.





OUR VISION

At Townville Academy we aspire to offer the best possible early education for our children in a happy, safe, inclusive environment. We build firm foundations through a welcoming, holistic community approach placing the individual needs of the child at the heart. With high expectations and aspirations for every child we seek to ensure all children develop the knowledge, skills and attributes they need to thrive and succeed both now and in the future.

AIMS

At Townville Academy our teaching and learning is underpinned by a belief that all children learn best, first and foremost, through the provision of high standards of Quality First Teaching. At our school, we provide a rich and varied learning environment that allows children and adults to develop their skills and abilities to their full potential.



The role

This is an opportunity for an exceptional EYFS professional to join our hard-working, passionate and forward-thinking team.

This role involves assessing children's learning and development and planning for their next steps. It requires a good understanding and experience of working in EYFS and/or KS1. It is a full-time role based in our Early Years Unit.

The Person

We are looking for an excellent Early Years Teaching Assistant, that enthuses and inspires children. We need someone that recognises and values the role children play in their own learning and development, who works effectively as part of a team and has excellent communication skills.

The successful candidate will match our values and be committed to providing the best possible learning experiences for children so they are able to fulfil their greatest potential.

Why Join us?

There are many reasons to choose our school as a place to continue your career.

We are a fast-forward, child-centred team with the support of strong, caring staff and governor network.

We also have the wider support of Accomplish MAT.

We are fully committed to supporting your career and professional growth through a range of development opportunities.

We value our positive, happy and enthusiastic children and recognise the importance that a valued and well-motivated workforce is key in our children's success and the continued success of our school.



Job Description


Job Description	Early Years Teaching Assistant
Contract Information	32.25 hours per week, term-time only Monday to Friday
Responsible to	Headteacher
Salary Range	Grade 4
Purpose of the Job	To work under the guidance of the EYFS Teacher to plan and implement an appropriately balanced early years curriculum whilst providing a caring, safe and welcoming environment for children which will allow each child to develop at their own rate in accordance with the current Curriculum Development Framework Document.





Key duties and responsibilities

The area of responsibility will be decided following agreement between the interview panel and the candidate on appointment, depending on the candidate's strengths. The job description will be refined to reflect the designated area more closely following appointment, but will not differ significantly from the information below.

- Plan and organise children's learning through play and appropriate learning experiences.
 - Observe, record and assess through interaction, the needs of individual children.
 - Monitor and evaluate children's progress.
 - To act as a key person for a group of children
 - Implement and raise awareness of equalities within the establishment.
 - To promote personal social emotional development (PSED) through good health, safety and caring practices.
 - To provide appropriate learning experiences for children with special educational needs.
 - To implement child protection procedures and to support children and families through crisis.
 - To participate in school outings, adhering to Health and Safety guidelines.
 - To support and develop parental participation and relations with the community.
 - To be involved in the purchasing, utilising and maintaining appropriate resources associated with delivering the pre-school curriculum.
 - Work co-operatively and effectively within a professional team whilst respecting each person's abilities and aptitudes.
 - To work collaboratively with other professionals from a variety of disciplines.
 - Contribute to staff meetings relating to all relevant and current topics.
 - To be a positive role model.
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Key duties and responsibilities

Accountability

- Accountable for meeting the needs of all children.
- Developing purposeful liaison with parents/carers.
- Liaising and providing information for relevant agencies.
- To adhere to and implement local and national policies.


Demands

- The ability to respond effectively to children in a stimulating learning environment using a variety of strategies and techniques.
- Participation in both formal and informal staff training activities in order to maintain and update knowledge.
- Lifting and manoeuvring of heavy equipment, which should be undertaken within Health and Safety procedures.
- The job may expose staff to various viruses from Chickenpox to HIV/Hepatitis, which will require compliance with Health and Safety procedures.
- The job may demand certain administrative duties, i.e., collecting money, filling in forms, etc.
- Confidentiality to be respected at all times.
- The job may demand provision of personal and intimate care to be conducted in line with school policy and procedure.

Communications

- The postholder will be required to contribute, as part of a professional team, to reports made available to relevant agencies.

Working Environment

- Postholders will normally be located within a Nursery or Reception setting, working with others to deliver a pre-school curriculum within a caring and stimulating environment under agreed ratios.
 - This will include working with small groups of children within the wider school or on outings, working within the framework of Health and Safety guidance to staff.
 - In some positions, postholders will fulfil their remit in other settings such as primary schools, special schools, child's home and special group settings.
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Person Specification

ESSENTIAL CRITERIA

Expertise/Competence/Skills

1	Knowledge of the individual development needs of young children, particularly between birth and 5
2	Have experience in Early Years and/or knowledge of the curriculum
3	Understanding and respect of the central role of parents/carers in the lives of young children.
4	Effective interpersonal and communication skills, especially when dealing with sensitive information
5	Understanding of current pre-school education and childcare provision and procedures.
6	Knowledge of ICT.
7	Appropriate knowledge in First Aid
8	Ability to work independently using own initiative and have good judgement and common sense when dealing with situations
9	Be flexible and willing to work with all age groups within the infant school as required.
10	Interact sensitively with children in groups and individually to promote confidence and self esteem
11	Build, support and work as part of a team.
12	Work effectively in partnership with parents, governors and the wider community



Person Specification

Qualifications (IT/Academic/Vocational)

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|----|---|
| 13 | <p>NVQ level 2</p> <p>Or</p> <p>NVQ Level 3 in Children’s Care, Learning & Development</p> <p>Or</p> <p>The Council for Awards Children’s Care and Education (CACHE) Diploma</p> <p>Or</p> <p>The Business and Technical Education Council (BTEC) Diploma in Childcare.</p> <p>Or</p> <p>Diploma for the Children and Young People’s Workforce (Level 3)</p> <p>Or</p> <p>Early Years Professional Status</p> |
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Specific Qualities

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| 14 | Ability to develop and maintain positive relationships |
| 15 | Enjoy playing and interacting with children |
| 16 | Commitment to teamwork and supporting others |
| 17 | Have a high expectation of attainment and behaviour |
| 18 | A good record with regard to punctuality and attendance at work. |

DESIRABLE CRITERIA

Expertise/Competence/Skills

- | | |
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| 19 | Knowledge of Child protection |
| 20 | Knowledge of Data Protection |
| 21 | Evidence of working or caring for children |





Information for all applicants

Townville Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have met the person specification and will be subject to an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. Applicants will also be required to disclose any information relating to child care disqualification requirements. All Appointments are subject to Safer Recruitment practices.

Completed application forms should be returned to:

cburden@townville.wakefield.sch.uk

We particularly welcome applicants from underrepresented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation and religion.