



Communicating Love; Inspiring our Community to Flourish



## Candidate Information Pack

Early Years Teaching Assistant – SCP Point 7 – 10  
Full time – 35 hours p/w  
St Gabriel's CofE Academy  
Houlton, CV23 1AN



## Letter from the Headteacher

Dear Candidate,

Thank you for taking the time to find out more about the position of Early Years Teaching Assistant here at St. Gabriel's Church of England Academy. We are really proud of our school and what we have achieved since opening in 2018. We are looking for a Teaching Assistant to play an important role in our Early Years unit as we seek to continue on our mission to love and inspire our community to flourish. This role offers the successful candidate the opportunity to have a significant impact on our Early Years children as they begin school, offering them high-quality learning experiences with love and care as well as working alongside our brilliant staff team to continue to deliver high standards in our Early Years environment.

St Gabriel's has around 440 children from Nursery through to Year 6 with an early years unit comprised of two Nursery groups and two Reception classes. Our challenge is to maintain and build on the high standards we set for ourselves whilst we continue to expand. Our school building is an amazing space with wonderful opportunities for children to learn in great facilities. As the first school to be constructed on the Houlton development in Rugby, we are profoundly aware of the important role we play in establishing community here. 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.

This is an opportunity for an individual with passion, skill and dedication to make their mark on our school, contributing to high standards of education for our pupils whilst growing themselves personally and professionally. We can offer the successful candidate the opportunity to take their place alongside a talented and dedicated teaching team who are continually seeking to grow and develop together.

I hope this opportunity has captured your interest, if so, please consider the job description with care, this will undoubtedly be a challenging and rewarding position, if you feel inspired to take up this challenge, I would love to hear from you.

Andrew Taylor  
Headteacher  
St Gabriel's CofE Academy  
Houlton CofE MAT



## 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**

Inspired by –

**Love one Another as I have Loved you. John 13:34**

**You have planted them, and they have taken root; they grow and bear fruit. Jeremiah 12:2**

## Job Description – Early Years Teaching Assistant



### **About the Role**

The Trust is looking to appoint an inspirational and highly effective Early Years Teaching Assistant who is committed to supporting our EYFS provision to be of the highest standard.

The successful candidate will have the opportunity to work with our EYFS leader and wider team to secure excellence in our provision; facilitating high-quality Early Years experiences for our children.

### **Accountability:**

The EY Teaching Assistant is managed by and is directly accountable to the EYFS Leader.

At all times the EY Teaching Assistant 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 planning, preparing and delivering learning activities for individuals/groups or short term for whole classes. Monitoring and assessment of pupils and recording and reporting on pupils' achievement, progress and development.

### **Duties and Responsibilities**

#### **Learner Support**

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

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

- Organise and manage well-planned learning environments and resources.
- Within an agreed system of delegation, plan engaging learning opportunities to support children's development and progress.
- Evaluate children's responses to learning activities through a range of assessment and monitoring strategies. Contribute systematically to the assessment of children, 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 children.

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

- Fully adhere to and contribute to the development of Nursery policies and procedures including the safe and effective running of the provision, child protection, health and safety and security, confidentiality and data protection.
- Contribute fully to the life of the provision and wider school.
- Be a main 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.
- Act as an ambassador for the provision, 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 the post holder but only 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.

<b>Education and training</b>		<b>Essential</b>	<b>Desirable</b>	<b>Measured by:</b>
	NVQ level 2 / 3 or equivalent	✓		Application
	Recent, relevant in-service training in current EYFS practice	✓		
	GCSE Maths and English at grade A-C or equivalent	✓		
	Current paediatric first-aid certificate		✓	
	Evidence of a commitment to continuing professional development		✓	
<b>Relevant Experience</b>				
	Experience of working to support learning within a school or EYFS setting	✓		Application and interview
<b>Knowledge and Skills</b>				
	Up-to-date Knowledge and understanding of the Early Years Foundation Stage Curriculum & Assessment		✓	Application and interview
	Ability to articulate an understanding of excellent practice in teaching and learning in the 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		✓	
	Knowledge of synthetic phonics and early reading strategies		✓	
	Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.		✓	



<b>Personal Qualities</b>			
	Demonstrates genuine passion for learning and children's progress	✓	Application and interview
	Positive and flexible approach to new ideas, approaches and challenges	✓	
	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	✓	
<b>Additional</b>			
	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	✓	
<b>Safeguarding</b>			
	Appreciates the significance of child protection and safeguarding for all individual children	✓	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 excellent and unequivocal references and a Disclosure of Criminal Record and Disqualification Declaration.*

***The post holder will be required to take responsibility for and uphold a culture of safeguarding.***



## Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mrs H. Wilmot at [om@stgabrielscofeacademy.org](mailto:om@stgabrielscofeacademy.org)

**Please note the closing date for applications is 12:00pm on 22<sup>nd</sup> February 2024**

**Interviews provisionally w/b 26<sup>th</sup> February 2024**

## Contact Details

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

**[om@stgabrielscofeacademy.org](mailto:om@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