

**EYFS Teaching Assistant Application Pack**

**Wednesdays Only**

**Fixed term**

**until 31 August 2024**

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**Letter from Cathie Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Post:** EYFS Teaching Assistant

**Job Terms:** 8.30am – 3.30pm, Wednesdays only, 6.5 hours per week.  Term Time Only

 Fixed Term until 31 August 2024

**Salary:**  NJC SCP 2-3 - Proportionate to full time equivalent of £22,366 - £22,737

**Start Date:** ASAP

We are looking to appoint a committed and enthusiastic EYFS Teaching Assistant on a fixed term basis to join our busy Reception class to work with colleagues to create a stimulating, safe and caring teaching and learning environment. You will need to be able to promote the physical, emotional, intellectual and social development of every child within the Foundation Stage.

**Successful candidates should have:**

* Experience of working with and caring for children
* Experience of working with children with special educational needs.
* High expectations of students in terms of learning, achievement and behaviour
* Enthusiasm and dedication to developing innovative approaches to learning, teaching, mentoring and guidance
* A commitment to promoting and fostering good relationships between children and with parents and colleagues

**You should be:**

* Forward thinking and willing to adapt to the changing needs of the school
* Able to promote the warm, caring and friendly ethos of the school to pupils, parents and the public
* Able to perform under pressure
* Confident to use your own initiative when required

 **What can we offer you?**

* An active school community with supportive parents;
* An award winning learning environment;
* Excellent professional development opportunities;
* A supportive working culture that focuses on positive learning behaviour and high expectations for all children;
* The chance to work with a supportive family of schools (REAch2 trust) who share the same passion for primary education.

# The application

You are invited to submit an application form to **Matthew Clark, Headteacher** at **recruitment@reach2.org**

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an Enhanced DBS with Child Barred List check. References will be sourced in advance of interviews.

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Midday, Thursday 25 April 2024 |
| **School visits:**  | Please contact the school office to arrange office@eastbrook-academy.org or call 01273 874 050 |
| **Interviews:**  | TBC  |
| **Salary:** | NJC England and Wales, SCP 2-3 (proportionate to full time equivalent of £22,366-£22,727)  |
| **Start date:** | As soon as possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:**  EYFS Teaching Assistant

**Responsible to:** Class Teacher

**Core Purpose**

• To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards.

• The Reception Teacher or Lead Professionals are responsible for planning the overall policy and curriculum, and the Early Years Practitioners are given some responsibility for planning part of the programme and are to play a full part in its implementation

**Responsibilities**

• Share responsibility for safety, health and welfare of children at all times

• Ensure all children have access to the full curriculum

• Relate well to children

• Guide the development of children’s social behaviour and attitudes

• Meet the physical needs of children encouraging good standards of personal hygiene whilst promoting independence

• Frequently supervise children on activities without a teacher present including outdoor activities

• Observing and assessing children’s development and progress

• Keeping accurate records of observation, assessment and development of children

• Acting as a key worker for a group of children

• Organising materials and equipment for use within the nursery

• Sharing responsibility for care and maintenance of resources and equipment

• Assisting in preparation and clearing up of activities and encouraging children to help

• Sharing responsibility for board displays

• Contributing to curriculum development ensuring a stimulating environment

• Taking responsibility for specific pre-planned activities

• Taking on other tasks such as Play/Lunch Time supervision

• Attend weekly staff and planning meetings

• Encourage parents and carers to be involved in the setting and their children’s learning

• Establish good relationships with parents and carers

• Build up a trusting relationship with parents/carers of key worker group

• Take part in home visits when appropriate and required

• Support the aims and policies of the setting

• Promote the ethos of the setting at all times

• Be familiar and assist with any medical or toiletry routines as necessary.

• Any other duties that may reasonably fall within the scope of the post but not specified

• Undertake paediatric first aid training

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**

**Person Specification**

|  |  |  |
| --- | --- | --- |
|   | **Essential**  | **Desirable**  |
| Right to work in the UK  | **\***  |   |
| **Knowledge/Qualifications and experience**  |
| Full and relevant Early Years Level 3 qualification  | \*  |   |
| Suitable Level 2 Literacy and numeracy qualifications  | \*  |   |
| Evidence of additional qualifications suitable to Early Years Educator role  |   | \*  |
| Graduate qualification    |   | \*  |
| Experience of working with and supporting children with a range of educational needs  | \*  |   |
| Experience of working and supporting children of a variety of ages  | \*  |   |
| Intermediate knowledge of ICT    | \*  |   |
| Awareness of Keeping Children Safe In Education    | \*  |   |
| Basic knowledge of Health and wellbeing, safety and child protection  | \*  |   |
| Understanding of the Schools Ethos and Values  | \*  |   |
| Understanding of Data Protection and confidentiality  | \*  |   |
| Basic knowledge of First Aid  |   | \*  |
| Understanding of the development of EAL learners   |   | \*  |
| Understanding of the development of SEN learners  |   | \*  |
| **Skills , abilities and personal attributes**  |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people  | \*  |   |
| Commitment to promote and support the aims of REAch2  | \*  |   |
| Ability to solve problems, use initiative and find solutions   | \*  |   |
| Active listener  | \*  |   |
| Good communication (written and verbal)    | \*  |   |
| Highly motivated  | \*  |   |
| Commitment to promote and support the aims of REAch2   | \*  |   |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.