



**EYFS Teaching Assistant Application Pack**

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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 Touchstones

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**

**School/Location:** **Summerside Primary Academy, Crossway, Finchley,London, N12 0QU**

**Start Date:** Immediate start

**Contract Type:** Fixed term (until July 2024), Term time, Monday – Friday (8.30am- 3.30pm) with potential to be extended

We are looking for an aspiring Teaching Assistant to join our team in Reception. Summerside Primary Academy as a part of Reach2 offers a supportive environment and your career development will be encouraged.

We have a great team with effective systems in place.

**The ideal candidate will:**

* Have high expectations and believe every child can achieve
* Make learning irresistible, effective and inclusive
* Knowledge of the Early Years Framework and how children learn developmentally
* Be excited about ongoing professional development, being a lifelong learner
* Actively contribute to the wider life of the school
* Have excellent interpersonal skills and be able to work well as part of a team
* Be able to build relationships with all stakeholders

**For successful candidates we can offer:**

* Amazing children who want to be the best versions of themselves
* A dedicated, motivated staff
* A leadership team who works with the staff and listens to feedback
* An active school community with supportive families
* Feedback to ensure growth
* A vibrant and welcoming learning environment
* Excellent training at all levels through the school and REAch2 Academy Trust
* An Ofsted rated ‘Good’ school

If you believe that you have the attributes necessary to help establish and shape our school please contact Mrs Charlotte Trew, Headteacher (via school office by calling 020 8445 1192), for an informal visit where a warm welcome awaits you.

**Background Information about the School**

Summerside is at the heart of a diverse community in Barnet. Since joining REAch2 Academy Trust in September 2017 Summerside has grown and developed into a thriving and happy school. It achieved a Good Ofsted rating in its first inspection as an Academy in November 2019. Much has happened in the world since the school’s last inspection, but the hard-working and committed staff team continue to strive to provide the best possible education for all the children at the school.

The vision of nurturing learners who are resilient, focused and aspirational permeates every aspect of the school’s work and there are clear aims so that children are at the heart of everything we do.

Nestled in the heart of this highly inclusive school, the Resourced Provision for Deaf Children has places for twelve children from Nursery to Year 6. It combines the advantage of a mainstream education with highly specialised support and intervention for Deaf children.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Summerside Primary Academy](https://www.summersideprimary.co.uk/)

As a member of the REAch2 Trust, a national family of primary academies, Summerside Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Summerside Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Mrs Charlotte Trew, Headteacher** by email [admin@summersideprimary.co.uk](mailto:admin@summersideprimary.co.uk)

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 check.

To arrange an informal discussion please contact **Mrs Charlotte Trew, Headteacher** via school office on **020 8445 1192**

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Applications will be assessed upon submission |
| **Interviews:** | TBC |
| **Contract Details:** | Fixed term (until July 2024), term time only with potential to be extended |
| **Salary:** | Grade D (£23406 - £24693) |
| **Start date:** | Immediate start |

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:**  **Teaching Assistant**

**Salary:** Grade D

**Responsible to:** Mrs Kate Churin – EYFS Lead

**Core Purpose**

To provide support to a teacher to work under the instruction and guidance of teaching staff to support all groups of pupils. To support pupils with special educational needs to enable access to learning, and to promote progress.

**Support for Pupils**

* Develop a positive and supportive relationship with pupils.
* Alongside the class teacher, support of the differing needs of pupils
* Supervise and provide particular support for pupils, including 1:1 support for those with special needs, ensuring their safety and access to learning activities.
* Set challenging and demanding expectations and promote self-esteem and independence.
* To model the highest levels of spoken English for pupils.
* To undertake Key Children who you work with throughout the week, building strong relationships, supporting learning and feeding back to parents to ensure collaborative practices.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Support for the Teacher**

* Prepare classroom as directed for lessons, clear afterwards and assist with and help maintain displays of pupils’ work.
* To reflect on what pupils' access in the learning environment and adapt it accordingly.
* Undertake routine administrative tasks e.g. pupil record keeping, as requested.
* Support the teacher in maintaining pupil behaviour and reporting difficulties as appropriate.
* Appropriate liaison with parents on general pupil matters.

**Support for the Curriculum**

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Undertake programmes of intervention, recording achievement and progress and

feeding back to the teacher and families through our online platform - Tapestry

* Prepare and maintain general equipment/resources as directed by the teacher.
* Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required.

**Support for the School**

* Promote and safeguard the welfare of children and young persons you are responsible for.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, behaviour, confidentiality, and data protection reporting all concerns to the appropriate person.
* Ensure all pupils have equal access to opportunities to learn and develop.
* Undertake training and CPD as required.
* Support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Supervise pupils out of lesson times, including before and after school (as required), playtimes and at lunch time.
* Accompany teaching staff and pupils on visits, trips and out of school activities as

required and take responsibility for a group under the supervision of the teacher.

* Be a role model for pupils and colleagues in terms of behaviour and attitude.
* Be punctual and professional at all times.
* Maintain confidentiality.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Philosophy** | | |
| A belief in the ability of all children to achieve and be successful | **\*** |  |
| A belief in teamwork and ability to get involved in the day-to-day running of the school | **\*** |  |
| **Experience** | | |
| Working with children of Early Years school age | **\*** |  |
| Experience of supporting children with SEN | **\*** |  |
| Working with individuals and groups of children | **\*** |  |
| **Qualifications & Training** | | |
| Very good Numeracy and Literacy skills - at least GCSE C grade or equivalent | **\*** |  |
| Minimum NVQ2 or equivalent qualification | **\*** |  |
| First Aid Qualification |  | **\*** |
| **Knowledge & Skills** | | |
| Knowledge of the National Curriculum |  | **\*** |
| Experience of delivering Read Write Inc |  | **\*** |
| Experience of promoting and gaining positive pupil behaviour conducive to learning, focused on raising standards | **\*** |  |
| Very good organisational skills | **\*** |  |
| Very good time management skills | **\*** |  |
| Ability to prioritise | **\*** |  |
| Adaptability and flexibility | **\*** |  |
| Willing to participate in CPD | **\*** |  |
| ICT Literate | **\*** |  |
| **Personal Characteristics** | | |
| Boundless enthusiasm, determination and drive to inspire others to achieve high standards | \* |  |
| A personable nature to build effective relationships with parents/members of the community | \* |  |
| Ability and willingness to promote the school’s aims and the positive culture and ethos | \* |  |

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