# 

Early Years Foundation Stage

Level 3 Teaching Assistant

Cronton CE Primary School

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About Liverpool Diocesan Schools Trust

We believe

Jesus said, ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

* Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
* Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
* A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
* Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

* We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
* We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
* We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
* Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning.**
* Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
* We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
* We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
* Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence.**

Our Core Values

**We value Difference**

We are respectful of the:

* **Uniqueness** of each individual school
* **Differences** within each school and community

**We value Local**

* Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

**We value Collaboration**

* We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

**We value Inclusion**

* We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
* We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

About Cronton CE Primary School

**Our mission is:**

To provide a wide range of outstanding educational and life experiences so that every child can attain their full potential within a happy and Christian environment based on Christian values.

**WHAT WE HOPE TO ACHIEVE . . .**

Based on the Christian faith, we aim to teach every child to be considerate and respectful of themselves, others and the environment with everyone leading by example and demonstrating our belief in the Christian values.

We aim to make school a place of happy memories and enjoyable learning, where all children are given a chance to shine and to leave the school as well-rounded individuals prepared for the future.

We aim to develop the children in our care by giving them wide ranging experiences so that they gain knowledge and understanding of the world around them and value the opportunities that they have.

We aim to give the children a firm foundation in the skills needed to succeed by being literate, numerate, creative and to possess technology skills to discover information for themselves within a safe, purposeful and open learning environment.

We aim to develop the whole child so that they are confident and motivated to learn and develop their own individual abilities and talents in order to achieve success that is recognised and celebrated.

We aim to involve parents in the partnership of their child’s education at our school and foster relationships that will support the development of their child. We aim to develop our own skills and knowledge as we recognise that learning is a lifelong journey, and all staff are committed to their own development to benefit ourselves and the children we teach.

**ETHOS AND VALUES**

As a Church of England school, the foundation of our approach is the Christian faith. The school enjoys strong links with the church, and this allows everyone to learn about and practice Christian beliefs, and all are invited to take part in its community life. The school is committed to respecting the personal values and beliefs (religious or otherwise) of parents and children.

Our school values are underpinned by our Christian beliefs and values for life. The Christian Values chosen by the children for this year are:

**Generosity, Justice, Wisdom, Compassion, Forgiveness, Trust**

The Governors and staff of Cronton C. E. School have aims for the children linked to our school motto “BEST”.

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| **Believe** | - to have faith in God, oneself and others |
| **Enjoy** | - to be happy, secure, confident, and independent. |
| **Succeed** | - for every child to be well motivated, develop their potential and experience success |
| **Together** | - to be part of the community, locally, nationally and globally; to be well mannered, disciplined, sociable, caring and respectful. |

Education at Cronton CE Primary School is a partnership between the home, the school, and the church. We aim to make the school a warm, inviting, and welcoming place, where children can feel secure and where parents are valued.

We aim to develop children’s spiritual maturity enabling them to take responsibility for their own actions and to understand the needs of others. Giving children opportunities to reflect with awe and wonder on what they learn in school and the world around them and fostering their spiritual development. Throughout their time at Cronton C. E. School children are encouraged to express experiences, feelings, questions, and ideas in their own words.

We believe that the school is both happy and welcoming, and that the education the children receive is of an extremely high standard. We try to foster a caring attitude in all who attend the school.

Job Description

Title: Level 3 EYFS Teaching Assistant

Salary: NJC SCP 12-17 \*£27,711-£30,060FTE (Actual Salary \*£19,119-20,740)

\*based on April 2024 pay

Hours: 28.75 hours per week, 39 weeks per year (term time plus 5 days)

Accountable to: Headteacher & SLT

Location: Cronton CE Primary School

The duties outlined in this job description are intended to cover the core duties of the role, but are not an exhaustive list. The Headteacher may modify this, with your agreement, to reflect or anticipate any changes in the job commensurate with the salary and job title.

**Main Purpose**:

To work within, and specialise in, EYFS provision. To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular / resource area.

**Main Duties**:

**SUPPORT FOR THE PUPIL**

* Establish good working relationships with pupils, acting as a role model and setting high expectations.
* Provide consistent support to all pupils, responding appropriately to individual pupil needs.
* Assist with the development and implementation of Individual Education/support Plans.
* Promote inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher and other staff.
* Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
* Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
* Use specialist (curricular/learning) skills/training/experience to support pupils.

**SUPPORT FOR THE TEACHER**

* Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
* Provide objective and accurate feedback and reports to the teacher as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
* Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the school ethos, aims and development/improvement plan.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
* Attend and participate in regular meetings as appropriate.
* Participate in training and other learning activities as required.
* Establish own best practice and use to support others.
* Assist in the supervision, training and development of other classroom support staff.
* Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* Assist in the specific medical and care needs of children when specific training has been undertaken.

**SUPPORT FOR THE CURRICULUM**

* Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs.
* Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
* Assist pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.**

**Person Specification** – L3 EYFS Teaching Assistant

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| **Cronton CE Primary School** | **Essential or Desirable** |
| **Skills, knowledge and understanding**     * Ability to maintain accurate records and databases and provide reports as required in line with EYFS practice * Good organisational skills and personal time management- ability to prioritise workload and requests and work under pressure * Ability to work on own initiative and within a team * Excellent interpersonal, verbal and written communication skills * Ability to demonstrate, lead and motivate a team of staff, ensuring effective communication and deployment * Ability to lead on additional responsibilities such as SEN and safeguarding within the nursery setting * Ability to contribute to the School Senior Management Team * Ability to promote a positive ethos and role model positive attitudes * Ability to work with children at all levels   regardless of specific individual need and identify learning styles as appropriate   * Ability to adapt own approach in accordance with pupil needs * Advanced understanding of the EYFS Curriculum * Understanding of principles of early childhood development. * Relevant experience of working with children in an EYFS setting * Working knowledge of relevant policies/codes of practice/legislation relating to EYFS * Understanding of statutory frameworks relating to EYFS * Understanding of inclusion, especially within an Early Years setting. * Experience of planning and resources preparation to support learning in an Early Years setting. | **E**    **D**    **E**  **E**  **D**    **D**  **D**  **D**  **D**  **D**  **D**  **E**  **E**  **E**    **E**  **E**  **E** |
| **Qualifications and Experience**     * Minimum Level 3 NVQ or the equivalent in childcare / early years teaching assistant * Current paediatric First Aid Certificate * Basic food hygiene * Minimum 1 year experience in a day care setting * Minimum 1 year experience in a supervisory role within a day care setting | **E**  **D**  **D**  **E**  **D** |
| **Professional Values and Practice**     * High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements * Ability to build and maintain successful relationships with pupils, treat them consistency, with respect and consideration, and demonstrate concern for their development as learners * Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work * Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice | **D**    **D**      **D**    **D** |

How to Apply

Application Process

The application process for this role is a 2-stage process:

* Application form
* Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email crontonce@ldst.org.uk or call 0151 424 3881.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Monday 29th September at 9:00am**

**Interview Date: Tuesday 7th October 202**5

**School Visit: Wednesday 24th September 2025 at 3:30pm**

**Start Date of Post: Monday 3rd November 2025**

Please contact the school office on 0151 424 3881 or email Mrs Lesley Aldridge at crontonce@ldst.org.uk

**Our Trust Prayer**

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give

excellence to our learning

love to our actions and

joy to our worship.

Guide us to help others,

so that we may all

Learn, Love and Achieve, Together with Jesus.

Amen