



## **Level 3 EYFS Teaching Assistant Candidate Information Pack**

# **St Thomas CE Primary School**



# 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.**

# Letter from Executive Headteacher & Head of School

Dear Applicant

Thank you for your interest in applying for the position of Level 3 EYFS Teaching Assistant. This is a permanent Teaching Assistant position to work in EYFS, predominantly in our Reception class. We hope you find this information pack useful.

In June 2024, our school received an outstanding rating from Ofsted, a testament to our commitment to excellence in education. We are looking for a dedicated and enthusiastic individual who is eager to join our dynamic team and contribute to our continued success.

At St. Thomas', we offer excellent Continuing Professional Development (CPD) opportunities to support your growth and career progression. You will be joining a team of friendly and welcoming staff who are passionate about providing the best educational experience for our students. Our children are well-behaved, polite, and a joy to teach.

Our mission statement, 'Jesus said, 'Come follow me and live your life the way God wants you to.' is at the heart of our school. This drives us to be the very best we can be which inspires our school vision of excellence in everything we do. The successful candidates will act as a positive role model to others in the way they live out their Christian faith and values.

Excellence permeates every aspect of the school, and we are extremely proud of our inspirational learning environment. Our school has recently undergone a complete one million pound refurbishment which provides excellent modern classrooms and facilities.

If you are somebody with a passion for supporting young children and a relentless commitment to providing the best possible education and care for the youngest pupils, we want to hear from you. Visits to the school are encouraged and welcomed and can be arranged by contacting our school office. If you wish to discuss the post or find out more about the school, then please contact the school to speak to Mrs Alty.

Yours sincerely,

Mr. Mark Ward  
(Executive Headteacher)

Mrs Emily Alty  
(Head of School)



## About St Thomas CE Primary School

We are a church of England primary school in the heart of Lydiate. Our most recent OFSTED inspection was in June 2024, and all areas of the school were judged "Outstanding".

Our school is built on a Christian foundation, and we put God at the centre of everything we do, equipping children with Christian values to prepare them for their lives. In fact our mission statement is based on the bible:

"Come, follow me and live your lives the way that god wants you to."

Our aim is to develop both the character of our children and their academic understanding. We have high expectations of every child, and know that their potential is infinite.

This is supported by our six core values, one of which represents our focus each half term:

- Compassion
- Thankfulness
- Respect
- Responsibility
- Peace
- Forgiveness

Every individual plays a vital part in the life of the school, and our staff relish the impact that they can have. By joining us you will be part of a friendly and passionate team, whose opinions matter.

Working together with our amazing team you will deliver a broad an exciting curriculum, whilst sharing a zest for live and learning.

# Job Description

<b>Title:</b>	Level 3 EYFS Teaching Assistant Permanent Position
<b>Salary:</b>	SCP 7-11 £25,584 – £27,269 <b>Actual £18,443.05 - £19,657.74</b>
<b>Hours:</b>	Full time (30.83 hours/ 30 hours 50 minutes) / Term Time Only
<b>Accountable to:</b>	Head Teacher
<b>Location:</b>	St Thomas C of E Primary School

## Main Duties

### Early Years Teaching Assistant (Reception Class)

## Job Description

As an Early Years Teaching Assistant, you will play a vital role in supporting the learning, development, and well-being of children in our Reception class. Working under the guidance of teaching and senior staff, you will help create a nurturing, stimulating, and inclusive environment that reflects the values of our outstanding school.

## Support for Pupils

- Build warm, trusting relationships with Reception-aged children, acting as a positive role model.
- Respond sensitively and appropriately to the individual needs of young children, supporting their emotional, social, and educational development.
- Provide tailored support to pupils, including those with SEND or EAL, ensuring their safety and access to learning through play-based and structured activities.
- Promote inclusion, kindness, and respect among all pupils.
- Encourage children to engage with peers and participate in adult-led and child-initiated activities.
- Foster independence, curiosity, and confidence through praise and encouragement.
- Provide verbal and visual feedback to children in line with EYFS principles and teacher guidance.

## Support for the Teacher

- Help create and maintain a safe, engaging, and well-organised learning environment that supports the EYFS curriculum.
- Work with the teacher to deliver targeted interventions and small group activities to support early literacy, numeracy, and communication skills.
- Observe and record children's progress and behaviour, contributing to learning journals and assessments.
- Support the teacher in preparing resources, displays, and classroom materials.
- Assist in the delivery and assessment of baseline and ongoing EYFS assessments.
- Provide occasional cover for the class teacher, using planning provided

## Support for the Curriculum

- Deliver structured and play-based learning activities that align with the EYFS framework and individual learning styles.
- Support the development of early reading, phonics, writing, and number skills through engaging and age-appropriate methods.
- Prepare and maintain resources and equipment to support continuous provision and themed learning areas.
- Encourage exploration, creativity, and problem-solving through hands-on learning experiences.

## Support for the School

- Follow all school policies and procedures, including safeguarding, health and safety, and data protection.
- Promote equal opportunities and celebrate diversity within the classroom and wider school community.
- Contribute to the school's ethos and improvement plans, supporting its outstanding standards.
- Work collaboratively with colleagues and external professionals to support pupil development.
- Attend relevant training, meetings, and CPD opportunities to enhance your practice.
- Supervise children during transitions, playtimes, and school events as required.
- Support school events such as fairs, performances, and parent workshops.
- Build strong, positive relationships with parents and carers, encouraging their involvement in their child's learning journey.
- Participate in home visits and parent meetings where appropriate to support transition and engagement.



## Person Specification – Level 3 EYFS Teaching Assistant

We are committed to providing a nurturing, stimulating, and inclusive environment where every child can thrive. As a Level 3 EYFS Teaching Assistant, you will play a vital role in supporting high-quality early years education and care. To achieve this, you will need to:

- > Champion and role model a culture of high aspirations and high expectations for all children
- > Work flexibly and collaboratively to meet the evolving needs of the EYFS setting
- > Demonstrate a deep understanding of child development and early learning goals
- > Promote the values and ethos of the school and the LDST, fostering a safe and inclusive environment

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> <li>• Level 3 qualification in Early Years Education or equivalent (e.g., CACHE, NVQ, BTEC)</li> <li>• GCSEs (A–C) in English and Maths or equivalent</li> <li>• Experience working in an EYFS setting (nursery, preschool, or reception class)</li> <li>• Experience supporting children with SEND, including ASD</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid qualification</li> <li>• Experience with Read Write Inc. or other phonics schemes</li> <li>• Training in speech and language support</li> <li>• Experience planning and leading small group activities</li> <li>• Makaton or other communication strategies</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Strong understanding of the EYFS framework and child development</li> <li>• Ability to observe, assess, and record children's progress</li> <li>• Confident in supporting early literacy, numeracy, and communication skills</li> <li>• Skilled in using play-based approaches to support learning</li> <li>• Ability to adapt activities to meet individual needs</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with Tapestry or other online learning journals</li> <li>• ICT skills to support learning and record-keeping</li> <li>• Understanding of behaviour management strategies appropriate for EYFS</li> <li>• Willingness to support outdoor learning and forest school activities</li> </ul>



	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding and child protection procedures</li> <li>• Effective communication with children, staff, and parents</li> <li>• Ability to support children with SEND in a nurturing and inclusive way</li> </ul>	
Attributes	<ul style="list-style-type: none"> <li>• Enthusiastic, patient, and nurturing</li> <li>• Flexible and proactive team player</li> <li>• High personal and professional standards</li> <li>• Creative and resourceful in supporting learning</li> <li>• Committed to continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to lead or support extracurricular activities or clubs</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to inclusion and equal opportunities for all children</li> </ul>	

## Application Process

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

- Application form with cover letter
- 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 [Gill.mccaldon@ldst.org.uk](mailto:Gill.mccaldon@ldst.org.uk) or call 0151 531 9955.

**Closing Date: Monday 7<sup>th</sup> July at 12 noon.**

**Interview Date: Friday 11<sup>th</sup> July**

**Start Date of Post: 1<sup>st</sup> September 2025**

**Please contact the school office on 0151 531 9955 or email [stthomas@ldst.org.uk](mailto:stthomas@ldst.org.uk) to arrange a visit.**

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.

## **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