

Job Description and Person Specification for the Position of

Qualified EYFS Teaching Assistant L3

At St Philip's CE (A) Primary School

May 2024

St Philip's CE (A) Primary School 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 satisfactory references and a disclosure of Criminal Record and Disqualification Declaration.

In line with guidance from the Safer Recruitment Consortium, an online search will also be completed for shortlisted candidates.

This role is classed as regulated activity.

Before you proceed with your intention to apply for a position or to support us please take full consideration of the following points.

- All successful candidates will be subject to an Enhanced DBS check, including a Barred List check where applicable to the role. Where you have been shortlisted for a role, you will be required to complete a Declaration of Offences Form, disclosing all relevant previous criminal convictions and cautions. Please contact the Head teacher to discuss this step further if you wish.
- If you are shortlisted for the position you are applying for, we will carry out an online search against you, for information that is publicly available online and usually before interview. This will include social media accounts you may hold.
- We will assess your knowledge of safeguarding by asking specific questions about this area of our role during the interview process and your answer to this question will form part of our decision-making process.
- You will be provided with an induction process, and you are expected to engage with this monitored process.
- Our safeguarding policies and procedures will be explained during your induction and on a regular basis.
- St Philip's complies the Childcare Act 2006 and the Childcare (Disqualification) and childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2008. All shortlisted candidates whose role will involve the responsibility for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.
- Application forms must be completed in full. Please pay particular attention to your work history and inform us of any gaps in employment. CVs will only be accepted alongside a completed application form.
- Please ensure you state full details of your qualifications.
- References may be taken up prior to interviews and any discrepancies will be addressed during the interview process.

Thank you for your interest in joining our team. We hope that this recruitment pack will give you all of the information you need to complete your application for the position of teaching assistant at St Philip's Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

As a school, we were judged 'Good' in November 2021. We are now looking to appoint an excellent L3 EYFS teaching assistant to join our friendly, committed and hardworking staff.

We need: A Level 3 teaching assistant, fully qualified in Early Years & Childcare, for our Pre-School and EYFS Team

To start: As soon as possible

Pay Scale: Level 3 NJC Scale point 07-11 (£22,369-£24,054 pro rata)

Hours: Teaching Assistant 32.5 per week (you may be asked to work additional paid overtime for some INSET days/Staff Training at prior request)

Times: 8:30am – 3:30pm Monday – Friday

We are looking for an energetic, enthusiastic and qualified EYFS teaching assistant to join our dedicated Early Years Team. The successful candidate will be required to develop excellent relationships with all pupils, staff and children whilst ensuring the delivery of the highest care and education. We are ideally looking for an experienced practitioner who is flexible, adaptable and able to show high levels of initiative. Knowledge of the EYFS curriculum is desirable but, more importantly, we are seeking an individual who is keen and quick to learn and who is an excellent team player. The candidate must have a real desire to raise standards for all children who they work with.

You must have full and relevant early years & childcare qualification at Level 3.

Please follow the link for the full list of acceptable qualification

<https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england>

You will be a valuable member of the team working with the Pre-School Lead and EYFS Team to support the children.

The successful applicant will need enthusiasm, patience, caring and understanding.

Experience working with children and a willingness to work in all year groups if required

We are happy to arrange visits to the school. Please contact the School Office
office@stphilips.cambs.sch.uk

The successful candidate will:

- Have an appropriate Early Years Qualification and the ability to demonstrate an excellent knowledge and understanding of the EYFS framework and setting.
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- Support children with a variety of SEND requirements both within a class setting and small groups
- Be a role model for pupils and colleagues in terms of professional behaviour and attitudes.
- Have high expectations of all pupils
- Well-organised and able to appreciate that there is a multi-role aspect to this post which will require excellent flexibility and adaptability
- Able to work independently, showing initiative and managing their own time effectively
- Calm and collected with a good sense of humour
- Highly motivated and enthusiastic
- Able to monitor, evaluate and record pupil progress with guidance from senior leaders
- Willing to contribute to the wider life of the school
- Be involved with classroom support being able to show effective provision to our children

The children are looking for a teaching assistant who:

- Helps them
- Listens to them.
- Makes learning interesting and fun.
- Is happy and smiles a lot.
- Supports them in becoming resilient, reflective, confident learner.

We can offer:

- A friendly working environment.
- An excellent leadership team to support and guide.
- Strong and supportive leadership from our EYFS leader
- A friendly, dynamic and supportive team who are dedicated to providing an exciting and enriching learning experience
- Happy children who enjoy learning

Please send a completed application form with a covering letter to HR@stphilips.cambs.sch.uk.

Further information is available on www.stphilips.cambs.sch.uk/vacancies

Job Description

Post Title: Qualified EYFS Teaching Assistant L2/3

Salary: Level 2 NJC Scale point 04-06 (£21,189-£21,968 pro rata) or Level 3 NJC Scale point 07-11 (£22,369-£24,054 pro rata)

Hours of work: 32.5 hours per week. 8.30am-3.30pm (with a 30 minute lunchbreak)

Responsible to: EYFS Phase Leader, Pre-School Lead, SENCO and the Headteacher

Job Purpose: Support the Pre-School Lead to facilitate the active participation of children in the academic and social activities of the Pre-School and in the management of pupils and the classroom. Contribute to raising standards of achievement for all pupils.

1. Support for the Children

- Deliver planned curriculum activities as directed.
- Adapt lessons to meet the needs of individual children or small groups. Provide appropriate work to support the lesson when necessary.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Take responsibility for covering a class delivering learning activities under the guidance of the class teacher or senior leader.
- Establish and maintain supportive relationships with individual pupils, small groups and with parents/carers.
- Provide specialist learning support (requiring an in-depth knowledge and experience) to children with special needs including emotional and behavioural difficulties, or where English is not their first language.
- Provide learning support as required for all children including those with special needs or where English is not their first language.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.

2. Support for the Curriculum

- Support the school curriculum, including English and Maths activities.
- Support the use of ICT in the curriculum and develop pupil's competence and independence in its use.
- Make suggestions and deliver groups for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment.

3. Support for the Teacher

- Complete records and provide reports on pupil's progress and development as directed.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Monitor and track progress and provide feedback to assist in the gathering of information for pupils with special educational needs.
- Liaise with specialist outside services in order to provide information on pupil's progress and development.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays etc.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

4. Support for the School

- Act in accordance with school policies and procedures particularly in relation to child protection and behaviour management.
- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Accompany staff and pupils on visits, trips and out of school activities as required.
- Participate in and support the professional development of other teaching assistants as required including acting as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties.
- Make suggestions for school events and take a leading role in organising them as agreed.
- Undertake supervision of pupils at lunchtimes and break times.
- Carry out any reasonable task which is necessary for the efficient running of the school and the safety and wellbeing of the pupils.
- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee. Take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Agreed by:	Headteacher
Date :	May 2024
Review Date:	May 2025

EYFS Teaching Assistant

PERSON SPECIFICATION Level 2/3

	Essential	Desirable	Possible Evidence
Qualifications and Experience	- Relevant early years & childcare qualification at Level 3. Please follow the link for the full list of acceptable qualification https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england - Experience of working with children in a school setting - Experience of adapting planning to suit individual's / groups / class needs - Experience of delivery learning activities to groups of children	- Qualification relating to working with children - Experience of working with children who have special educational needs - Experience supporting children with medical needs - Experience of supervising a whole-class of children in the absence of their class teacher (but under the class teacher's direction).	- Application Form - Copies of certificates - Letter of application - Portfolio
Knowledge, Understanding & Skills	- Good standard of English and maths - Challenge & support all pupils to ensure they achieve their full potential - Have high expectations of pupil behaviour - Understanding of the importance of safeguarding - Demonstrate the ability to learn and adapt from past experience - Take advice and act upon it	- GCSE grade C or above English and maths or equivalent - Ability to contribute to the maintenance of pupils' records of progress / development - Understanding of how learning environments support high standards	- Application form - Letter of application - Portfolio - Interview
Personal Skills	- Communicate effectively with pupils, parents & colleagues - Can work as part of a team	- Sociable & outgoing - Takes an interest in and is willing to support school events - Sense of humour	- Application form - Letter of application - Portfolio - Interview
Other Personal Qualities	- Able to maintain confidentiality - Self-evaluative, positive & adaptable to changing circumstances & new ideas - Able to use initiative - Possess good organisational skills - Professional attitude at all times	- Basic IT skills - Proactive in offering ideas - Able to select and prepare teaching resources	- Application form - Letter of application - Portfolio - Interview

Above all, you need to enjoy working with children, want the very best for them and be prepared to put their needs first. You must recognise the importance of the whole child; be able to include all learners and support them to achieve high standards, within a creative, broad and innovative curriculum.

