



Aragon Primary School



Application Pack for the position of
Nursery Teaching Assistant
Aragon Primary School
<https://www.aragon.merton.sch.uk/>

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WELCOME FROM THE HEADTEACHER

Dear Candidate,

Thank you for your interest in this exciting opportunity to join our exceptional school as a Nursery Teaching Assistant. Aragon Primary School is a three-form entry school with an excellent reputation, set in beautiful grounds. We pride ourselves on our welcoming and friendly children and staff. We care passionately that every child at Aragon receives the best education possible, while learning the values of kindness, tolerance and respect.

You can find out more about our school on our website: <https://www.aragon.merton.sch.uk>

We are currently recruiting for two part-time Nursery Teaching Assistant positions, with a start date as soon as possible. The successful candidates will support the learning and development of our youngest pupils, helping them to thrive in a nurturing and stimulating environment.

We are looking for individuals who are enthusiastic, caring and committed to supporting children's early learning. You should be able to work collaboratively with colleagues and be passionate about providing high-quality learning experiences for all children.

At Aragon, we value our staff and work hard to support wellbeing and professional development. You will be joining a dedicated team who are committed to making a positive difference in the lives of our pupils.

Included within this pack are the instructions on how to apply, along with key dates for the selection process.

Thank you again for your interest. We look forward to receiving your application.

Kindest regards,

Clare Ryder
Headteacher



JOB DESCRIPTION

Job Purpose

- Support the class teacher in promoting the learning, development and wellbeing of nursery-aged children.
- Foster children's independence, self-confidence and social skills through play-based and structured activities.
- Provide individual and group support to help children access the Early Years Foundation Stage (EYFS) curriculum and experience success in their learning journey.

Key Duties and Responsibilities

Teaching and Learning

- Support high-quality early years provision by implementing strategies that promote engagement, curiosity and development across the EYFS areas of learning.
- Encourage inclusive participation in all activities, ensuring that every child feels valued and supported.
- Use positive behaviour management strategies in line with school policy to create a safe and nurturing learning environment.
- Help organise and maintain a stimulating and safe classroom space, including setting up and tidying away resources.
- Observe and record children's progress, interests and needs, sharing insights with the class teacher to inform planning.
- Provide supervision and care during free-flow, outdoor play and other nursery routines.
- Carry out any other relevant duties as directed by the class teacher or EYFS lead.

Planning

- Contribute to planning by preparing resources and supporting the delivery of adult-led and child-initiated activities.
- Assist in monitoring and recording children's development using agreed formats and systems.
- Support the preparation of the learning environment in line with planned activities and themes.

Working with Colleagues and Other Professionals

- Communicate effectively with staff, children and parents/carers under the guidance of the class teacher.
- Share observations and knowledge of children with colleagues and professionals to support decision-making around provision and interventions.
- Work collaboratively with the EYFS team and wider school staff to ensure consistency and continuity of care and learning.
- Build positive relationships with colleagues and contribute to a supportive team ethos.

Whole-School Contribution

- Support the implementation of school policies and procedures, contributing to the school's values and vision.
- Take part in school events and activities that promote the wider life and ethos of the school.

Health and Safety

- Promote and safeguard the wellbeing of children by following statutory guidance and school safeguarding policies.



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- Provide care and comfort to children who are upset, unwell or have had accidents, following appropriate procedures.

Professional Development

- Reflect on practice and seek opportunities for professional growth and development.
- Participate in relevant training and school-based development activities.
- Engage with the school's appraisal process to support continuous improvement.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour.
- Demonstrate professionalism in attendance, punctuality and conduct.
- Show respect for individual differences and promote equality and inclusion.
- Maintain confidentiality and adhere to school policies at all times.

You will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out based on how well you meet the requirements of the person specification.

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths. • Relevant early years or childcare qualification (e.g. NVQ Level 2 or 3 in Childcare or Supporting Teaching and Learning) – desirable but not essential.
Experience	• Experience working in a nursery or early years setting. • Experience supporting children with special educational needs and disabilities (SEND), including speech and language needs, autism, or developmental delay. • Experience planning and delivering age-appropriate learning and play-based activities.
Skills and knowledge	• Strong understanding of the Early Years Foundation Stage (EYFS) framework. • Good literacy and numeracy skills. • Ability to build nurturing and effective relationships with young children and adults. • Knowledge of child development and how to support learning through play. • Understanding of inclusive practice and how to adapt support to meet individual needs. • Awareness of safeguarding procedures and responsibilities. • Good organisational skills and ability to manage routines effectively. • Excellent verbal communication and active listening skills. • Ability to remain calm, patient and positive in a busy nursery environment. • Good ICT skills, particularly in using technology to support learning and communication.
Personal qualities	• Genuine enjoyment of working with young children. • Sensitivity and empathy to support children's emotional wellbeing. • A commitment to promoting the school's ethos and values. • Discretion and commitment to maintaining confidentiality. • A proactive and flexible approach to supporting children and colleagues. • Resilience, positivity and enthusiasm for making a difference. • Capacity to inspire, motivate and encourage children to explore and learn.



GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

THE APPLICATION FORM

Please apply via the DFE Teaching Vacancies website: <https://teaching-vacancies.service.gov.uk/schools/aragon-primary-school>

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.



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PRE-EMPLOYMENT CHECKS

If you are offered the post, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances, you may be asked to go for a medical examination.

You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

RELATIONSHIPS

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

INTERVIEWS

Aragon has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.





The Willow LEARNING TRUST **KEY BENEFITS**



PROFESSIONAL DEVELOPMENT

- Comprehensive programme of professional development for teaching and non-teaching staff
- A long and successful track record of supporting teachers from ITT, through ECT and into leadership roles
- Bespoke ECT programme
- Collaborative opportunities to work on innovation and in partnerships across the Trust
- Apprenticeships opportunities to support the development of staff new to role

WELLBEING

- 24/7 Employee assistance programme
- 50% discount on Benenden healthcare
- Opportunities for flexible working
- Hybrid working available for suitable posts
- PPA time that can be worked from home (Primary Schools only)
- Protected 'gained time' for planning (Secondary School)
- Wellbeing activities and initiatives suggested by staff



FINANCIAL

- National pay and conditions for teachers and support staff
- Golden Hello available for some teaching posts
- Recruitment and retention allowances
- Generous pension schemes
- Salary sacrifice schemes including: Cycle to work and Electric vehicles, legacy childcare vouchers
- Christmas payment for all staff
- Long service awards



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DATES FOR YOUR DIARY

Applications close: Thursday 6th November 2025

Interview and Observation: Monday 10th November 2025