**Nursery Teaching Assistant Post Grade 3**

Scale: 3

SCP 7 – 17 £16,540 – £21,161 Pro-Rata (FTE £20,444-£24,920)

Fixed term contract starting date: 5th September 2022

35 hours per week, Term time only

Applications Closes: Friday 8th July 2022 Midday

Interview: Week beginning 11th July

We are a friendly school with approximately 230 pupils aged between 2 and 11years. The school fosters close links with parents/carers and the whole school community. We aim to provide a happy, stimulating and supportive climate in order for our children to achieve their maximum potential. To achieve this, we provide a wide variety of experiences for the children both on and off the school site. These are organised by the staff team of teachers and teaching assistants working together.

We are looking for a committed person who can enhance the teaching and learning of our children. You will be working across the Early Years Phase but primarily based in Nursery. You will also be promoting learning through play & adult child initiated learning, but also utilising/creating Phonics, Reading, Writing and Maths sessions.

The Headteacher is eager to find a candidate with a genuine passion towards EYFS. The perfect candidate would be hardworking, ambitious, creative and a real team player. The Headteacher would like to appoint an EYFS Teaching Assistant with a **level 3 Early Years qualification** andexperience working with EYFS aged children, whether that is in a Private Nursery, School, or other setting.

The position is subject to a DBS Enhanced disclosure check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is an equal opportunity employer.

Visits to the school are encouraged. Please contact the school office on [office@stgprimary.org](mailto:office@stgprimary.org) or phone 01562 824206 to arrange a tour of the school.

**Person Specification:**

|  |  |
| --- | --- |
| **Qualifications and experience** | **Essential / Desirable** |
| **Level 3 Early Years Qualification**  Good standard of education – GCSE or equivalent English and Maths **Grade C** or above **or Functional skills Level 2 in English and Maths**  Confident and competent in oral English, written English and Maths skills  Understanding of the Early Years curriculum and characteristics of learning  Knowledge and experience of teaching phonics  Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation, including children with English as an additional language  Knowledge and understanding of Child Protection and Health & Safety practices and procedures  Hold a relevant Teaching Assistant or teaching qualification  Paediatric First Aid | Essential  Essential  Essential  Essential  Desirable  Desirable  Desirable  Essential  Desirable |
| **Skills and abilities**  Confidence and ability to work with children across the Early Years age range 3 – 5 years  Able to work independently and from own initiative  Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents  Ability to engage and enthuse children in their learning  Understanding of and ability to maintain confidentiality  Creative, able to produce displays of children’s work or to support learning | Essential  Essential  Essential  Essential  Essential  Desirable |
| **Personal Qualities**  Good people skills, demonstrating sensitivity, patience, tact and tolerance  Friendly, flexible, open and positive attitude and works well in a team  A keen interest in children and their teaching and learning  Commitment to a child-centred approach, with high expectations of self and others  Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge  Hard-working, conscientious, well organised and enthusiastic  Able to demonstrate a commitment to equal opportunities | Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| **Safeguarding**  In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:  Motivation to work with children and young people  Ability to form and maintain appropriate relationships and personal boundaries with children and young people | Essential |

Job Description

**Main duties:**

* Be a named Key worker for identified children, supporting the teacher to plan effectively for individual needs and next steps
* Working with the EYFS staff team to deliver high quality childcare and education throughout the nursery
* to be a member of a multi-disciplinary team, communicating and working together to create an environment in which children’s development is fostered and in which good relationships grow
* take responsibility for promoting and safeguarding the welfare of children
* assist in providing a high quality of teaching and offer appropriate stimulation and support to all children including those with special educational needs and those for whom English is an additional language
* help plan, create and implement nursery activities and events suitable for all children
* be responsible for implementing systems of observation and record keeping so that children’s progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures
* ensure records are properly maintained, e.g. daily attendance register, accident and incident records
* to participate in staff review meetings and to identify in-service training needs
* develop partnerships with families and liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement in their children’s learning
* ensure the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times
* ensure that all legal and statutory requirements are implemented
* adhere to the schools’ policies and procedures
* promote positive behaviour
* assist in the preparation and cleaning up of activities
* advise the Headteacher of any concerns, accidents/incidents
* attend in-service training and meetings as required
* carry out any other tasks which may reasonably be required as part of this post