A logo for a company

Description automatically generated

**Enquire Learning Trust Application Pack**

**Teaching Assistant Level 3**

**Nursery Provision**

**Roseberry Academy**Roseberry Crescent  
Great Ayton  
Middlesbrough  
TS9 6EP  
Tel: 01642 722883



**Contents:**

Icon

Description automatically generated

**1. The Enquire Learning Trust Visions, Values and Mission**

A picture containing text, plant

Description automatically generated

**2. Academy Information**

Icon

Description automatically generated

**3. Job Advert**

Shape, rectangle

Description automatically generated

**4. Job Description**

Icon

Description automatically generated

**5. Person Specification**

**A group of kids playing outside

Description automatically generated**

**A group of girls in school uniforms

Description automatically generated**

**The Enquire Learning Trust**

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don’t believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

**Values**

* We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
* We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
* We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
* We take learning seriously and work together to create a vibrant culture in which this can happen.  We know that it’s what we do that counts and that our thinking must be visible in classrooms if it is to have leverage.  Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

**Roseberry Academy**

We are a caring village school with a dedicated and committed staﬀ, supportive Governors and parents, an active PTA and happy children! As an Enquire Learning Trust Academy, we strive for the highest standards and have a clear vision for the future.

At Roseberry Academy, we strive to enable our children to become eﬀective and successful learners. We provide an environment with positive and confident attitudes and encourage mutual respect. Children are inspired and enthusiastic about their learning, which is engaging and objective led, building upon previous knowledge and developing new skills.

We believe that children learn when they are engaged end enthused and we aim to provide a range of exciting, high quality learning experiences for all. A variety of teaching and learning pedagogies are used with ongoing assessment to ensure progression. This, in turn enables us to help our children develop as enquiring, reflective, independent learners with high expectations for themselves and their learning.

**Our Vision**

Roseberry Academy is based upon a belief system which values individuals equally. Staff know children well and equal importance is given to academic, social and emotional development and, consequently, relationships within the community of the academy are strong.

Pastoral care is given the highest of priorities with the recognition and understanding that children come from a diverse range of backgrounds and experiences which impacts upon their development. We believe that relationships are key! Warmth, humour and mutual respect are shared behaviours which are evident throughout the school and they, along with high expectations and ambition for all, form the basis upon which foundations for learning are built. The curriculum at Roseberry is enquiry led and children are encouraged to lead their own learning and are seen to be enthused and engaged throughout lessons which inspire them.

Children who leave Roseberry Academy at the end of Year Six do so with a toolkit for life: confidence in themselves as individuals- their understanding of their place in the world, their achievements and aspirations; a love of learning and thirst for knowledge, as well as pride in their academic achievement; a clear understanding of how to reach their aims; a readiness for their next stage in learning; the ability to persevere and find solutions through the development of their emotional intelligence and their own set of values which they are confident to articulate and share.

Our most recent, successful Ofsted inspection (2023) graded our school as good with EYFS provision as outstanding.

**Teaching Assistant Level 3**

**Nursery Provision**

**Vacancy**

**2 x positions**

**Contract Type:**

25 hours per week

Term time only plus 5 training days

Fixed term contract until 31st August 2026

**Start date:** 1st September 2025

**Salary:** NJC Point 5-7

**Application Deadline:** Monday 30th June 12noon

**What we’re looking for**

Roseberry Academy are expanding their Early Years provision from September 2025, in order to cater for the increasing number of children wanting to join our ‘outstanding’ Early Years setting.

We are looking for a suitably qualified and experienced teaching assistant to join our friendly and caring team to work within our two-year-old or three/four year old provision on a daily basis, supporting the children to learn through play and exploration. You will be responsible for supporting the room leader in ensuring the environment is engaging and inviting, supporting children’s welfare and communicating with parents and families.

The successful applicant must be reliable and adaptable, have positive attitudes and be able to engage actively in a wide range of activities. The successful candidate will need to show good levels of initiative.

We are seeking to appoint a highly motivated and energetic professional who:

* Is qualified at Level 3
* Has successful experience working in an early years setting
* Is committed to working in a team environment
* Is caring, compassionate and dedicated to making a difference
* Are highly organised and have a positive attitude towards their role

**What we can offer**

* A fantastic school setting in the beautiful village of Great Ayton, close by to Roseberry Topping.
* Dedicated pupils who love coming to the academy and demonstrate a strong love of learning.
* A happy and successful school that puts children at the heart of everything.
* Excellent relationships with parents/carers and the wider community.
* An enthusiastic and supportive Principal who puts the interests of the children first and is committed to the continual improvement of the academy.
* A supportive and dedicated staff team who care passionately about our school and local community.
* Exceptional professional development opportunities and effective working partnerships between our schools within the Enquire Learning Trust,

**Contact Us**

Visits to the school are welcomed.

Please contact Mrs J Taylor, Business Manager by emailing [office@roseberryacademy.org](mailto:office@roseberryacademy.org)

Thursday 19th June at 10am

Wednesday 25th June 1.30pm

**Safeguarding**

Roseberry Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**How to Apply**

Please select the **Apply Now** tab at the top of the job advert.

Important: references will be obtained before interview, please note on your application if you do not wish for your current employer to be contacted before interview.

**Job Description**

|  |  |
| --- | --- |
| **Job Title** | Teaching Assistant Level 3 – Nursery Provision |
| **Location/Base** | Roseberry Academy, Great Ayton |
| **Reporting to** | Early Years Leader |

### Job Purpose

To lead the day-to-day running of the two-year-old provision within the academy, under the guidance of the Early Years leader. This includes ensuring the environment is stimulating, inviting and safe, and being a role model for other staff in the setting.

### Main Duties

* Assist and deliver learning programmes in context of the Statutory Framework for the Early Years Foundation Stage, ensuring standards of safe practice and confidentiality by developing a high quality, consistent service that enables every child to make progress and supports them to learn, develop and be healthy and safe.
* Provide a secure foundation, delivering challenging learning and development opportunities that are planned around the needs and interests of each individual child, including children with diverse and complex needs that are reviewed and assessed regularly to measure progression.
* Work in partnership with parents, carers, other settings, colleagues and partner agencies to identify areas of need, including the Early Help Strategy, signpost/refer to supportive services and engage families in their children’s learning and development, ensuring the sharing of information.
* Ensure that the environment promotes and provides equality of opportunity, reflects diversity and supports anti-discriminatory practice to meet the needs of all children and their families, ensuring they are included and supported.
* Follow the academy policies and procedures to ensure highest standards of safe practice and confidentiality, in accordance with Keeping Children Safe in Education guidelines and procedures for working together.
* To ensure standards are maintained, which include health and safety, hygiene and general cleanliness of room and equipment.
* In relation to children’s learning, seek-out and maintain appropriate training.
* To attend, participate and contribute to regular staff meetings, training, supervisions and appraisals.

**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.**

### Additional Responsibilities

**Safeguarding**

All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff and adults within School, as well as members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

**Health and Safety**

All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance within our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

**Customer Care**

Enquire Learning Trust are committed to providing the very best of homemade food and delivering a Focused service to our customers. All staff employed within the organization are expected to treat pupils and staff with respect at all times during their contact throughout services we provide.

**PERSON SPECIFICATION**

**POST TITLE: Teaching Assistant Level 3 – Nursery Provision**

**GRADE: NJC 5-7**

|  |  |  |
| --- | --- | --- |
| **Qualifications / Training** | **Essential / Desirable** | **Method of Assessment** |
| Valid Level 3 qualification specialising in Early Years. | E | Application, Interview |
| Appropriate experience in an Early Years setting | E | Application, Interview |
| Willingness to participate in relevant training and development opportunities | E | Application, Interview |
| Basic Food Hygiene Certificate | D | Application, Interview |
| **Experience** | **Essential / Desirable** | **Method of Assessment** |
| Recent and relevant experience of working with two-year-old children within an EYFS setting. | E | Application, Interview |
| Experience of working within the EYFS statutory framework | E | Application, Interview |
| Experience in different EYFS settings. | D | Application, Interview |
| Experience with both 2 year old and 3/4 year old children | D | Application, Interview |
| **Skills and knowledge** |  |  |
| Good knowledge of child development to support children’s learning, development and care | E | Application, Interview |
| Understanding of key worker systems and record keeping. | E | Application, Interview |
| Ability to relate well to children and adults | E | Application, Interview |
| Ability to work effectively within a team environment, understanding classroom roles and responsibilities | E | Application, Interview |
| Ability to build effective working relationships with all pupils and colleagues | E | Application, Interview |
| Ability to promote a positive ethos and role model positive attributes | E | Application, Interview |
| Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate | E | Application, Interview |
| Ability to adapt own approach in accordance with pupils needs. | E | Application, Interview |
| Experience of resource preparation to support learning programmes | E | Application, Interview |
| Excellent communication and listening skills | E | Application, Interview |
| Be able to maintain confidentiality | E | Application, Interview |
| The ability to manage behaviour of children in a positive and supportive manner | E | Application, Interview |
| Knowledge of safeguarding and Keeping Children Safe in Education. | E | Application, Interview |
| Equal Opportunities and recognising the nature of the diverse school community | D | Application, Interview |
| Understanding of basic technology – computer, video, photocopier etc | D | Application, Interview |
| Working knowledge of relevant policies/codes of practice/legislation | D | Application, Interview |
| **Attitude and Impact** |  |  |
| Calm, friendly, approachable and professional manner | E | Application, Interview |
| Flexible | E | Application, Interview |
| A commitment to working as part of the whole school team and supporting the vision and aims of the school | E | Application, Interview |
| High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements | E | Application, Interview |
| Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. | E | Application, Interview |
| Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work | E | Application, Interview |
| Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning | E | Application, Interview |
| Able to improve their own practice through observations, evaluation and discussion with colleagues. | E | Application, Interview |
| **Personal** |  |  |
| Enhanced DBS clearance | E | Pre-employment check |
| Eligible to work in UK | E | Application, Interview |

**Contact Details:**

**Roseberry Academy**Roseberry Crescent  
Great Ayton  
Middlesbrough  
TS9 6EP  
Tel: 01642 722883

Email: [office@roseberryacademy.org](mailto:office@roseberryacademy.org)

*The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.*

**DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with*[*Keeping Children Safe in Education*](https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf)*.*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

*All* documentation will be treated confidentially and processed in accordance with Data Protection regulations.