



Application Pack and Job Description  
Teaching Assistant within our Nursery/Reception  
Teignmouth Primary School



## Teignmouth Primary School

### Teaching Assistant within our Nursery/Reception

Required as soon as possible, fixed-term until 25<sup>th</sup> July

Part-time (30 hours per week, term time only)

Ivy Education Trust is seeking to appoint a fixed-term Teaching Assistant to join our experienced Nursery and Reception team, working within our EYFS provision.

We currently offer a nursery provision from two years of age, and operate in a Foundation Stage Unit, where the Nursery and Reception team work collaboratively to support our learners achieve their potential and more.

The successful applicant must be confident working in a childcare setting and have a real passion for working with children. You will also be required to support individuals on a 1:1 basis, assisting with classwork, behaviour management and helping pupils with their daily routine. The applicant must be qualified with at least a Level 2 in Early Years (NVQ Level 2 in Childcare or equivalent is acceptable), and have working knowledge of all areas within the Early Years curriculum.

You may also be expected to take on the role of a key-worker, as well as be involved in the day-to-day planning of activities to meet the learning needs of the children in our Early Years provision.

Teignmouth Primary School is committed to promoting and safeguarding the welfare of children and young adults. If successful, you will undergo an Enhanced Level DBS check.

The successful candidate will also:

- Be able to support pupils with special educational needs
- Be able to support pupils with social, emotional and mental health needs
- To engage in CPD where relevant, to continually improve their practice

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools, so all children and young people develop the character and

qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

For an informal discussion please contact Luke Marchant, Headteacher via email [luke.marchant@teignmouthschool.co.uk](mailto:luke.marchant@teignmouthschool.co.uk)

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk)

**Completed application forms should be submitted before the closing date stated below.**

**Closing date for applications is Thursday 20th March at 9am. Interviews will be arranged once applications have been reviewed**

Ivy Education 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 employees are expected to undergo Disclosure and Barring and employment checks.

# Job Description

<b>Post Title:</b>	Teaching Assistant within our Nursery/Reception
<b>School:</b>	Teignmouth Primary School
<b>Working Hours:</b>	30 hours per week, 8:45am to 3:15pm (including a 30 minute unpaid break) Monday – Friday, 39 weeks per annum
<b>Salary Grade:</b>	Scale 3, Point 5-7. £24,790-£25,584 (Full time equivalent)
<b>Contract Type:</b>	Fixed Term until 25 <sup>th</sup> July 2025
<b>Responsible to:</b>	Executive Headteacher

## Role Description

To work as part of the Nursery/EYFS team under the direction of the Leader for Early Years. To provide safe, high-quality education and care for young children which meets the individual needs of children attending the setting. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people in line with local and national requirements.

## Duties:

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- To help to set up for the start of each session and to help tidy away at the end of the session.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- To administer and support intimate care which includes the changing of nappies and supporting children with toileting accidents.
- To work in partnership with parents/carers and other family members.
- To advise the appropriate member of staff of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe.
- To support meal times within the setting.
- To actively participate at team meetings, supervision meetings and appraisal meetings.
- To attend training courses as required and to take responsibility for personal development.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.

## Health and Safety

- Undergo a 12 hour Paediatric First Aid training (Ofsted compliant).
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

## Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

## Support Team:

- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

## Other Duties:

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school/college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the school/college.
- To follow the school/college's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school/college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the codes of conduct, regulations and policies of the school/college and its commitment to equal opportunities
- To comply with the school/college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Level 2 and above childcare qualification	✓	
PGCE/QTS status		✓
GCSE English and Maths (grade C/4 or above)		✓
Current Paediatric First Aid certificate		✓
Food Hygiene Certificate		✓
Level 2 or 3 Safeguarding Certificate		✓
<b>Professional Experience and Knowledge</b>		
Experience of establishing positive relationships with children and staff	✓	
Previous experience of working with children as a Teaching Assistant or any other work involving primary aged children		✓
<b>Personal Aptitudes, Qualities and Skills</b>		
A sense of creativity	✓	
An understanding of and experience of leading small groups for phonics		✓
To work under pressure and multitask	✓	
Ability to remain calm in pressurised situations	✓	
Good interpersonal skills. Ability to communicate confidently at all levels and develop and maintain positive working relationships with children and adults	✓	
Good level of written and verbal skills	✓	
A basic knowledge of Health and Safety requirements in a school environment		✓
<b>Specific Requirements</b>		
Suitability to work with children	✓	
A commitment to and evidence of promoting diversity and equal opportunities within a school, curriculum and in employment practice	✓	
Demonstrate the importance of work life balance and personal well-being	✓	
Flexible and adaptive	✓	
Self-motivated and enthusiastic	✓	
Sense of humour / positive attitude	✓	

Criteria		Essential	Desirable
Patient, tolerant and understanding		✓	

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