



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

EYFS Teaching Assistant (Level 3)



**MILLBANK
ACADEMY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of EYFS Teaching Assistant at Millbank Academy. I am delighted that you are considering applying for a position at our school.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient EYFS teaching assistant to join the Millbank team to help us provide a safe and nurturing learning environment for the young people in our care.

Millbank Academy is a proud member of Future Academies, a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - knowledge, aspiration and respect - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website: [Future Academies - Academies](#).

Millbank Academy is a flourishing mixed, non-selective primary school based in Pimlico, London, admitting students from the ages of three to eleven.

Millbank Academy is passionate about diversity and inclusivity, and welcomes applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at a.gillespie@millbank.futureacademies.org.

Dr Antony Smith
Head of School
Millbank Academy

JOB DESCRIPTION

JOB TITLE: EYFS Teaching Assistant

RESPONSIBLE TO: Head of School and EYFS Lead

RESPONSIBLE FOR: Providing outstanding care and educational support in a warm, positive environment

HOURS: 36 hours/week, 39 weeks/year

SALARY: £21,653.79 (actual salary)

The starting salary will be confirmed on appointment, dependent upon experience.

PLACE OF WORK: Millbank Academy, Erasmus Street, London, SW1P 4HR.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, checks and confirmations will be required in accordance with the statutory guidance.

STAFF BENEFITS: Future Academies recognises its employees as its most important asset and regards them as critical to its success. To demonstrate this all, staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer contributions to Local Government or Teachers' Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme.

PROBATION PERIOD:

The post holder will be required to complete a four month probation period.

PURPOSE OF THE ROLE

The EYFS teaching assistant will work closely with the EYFS team to create a warm, positive, inclusive learning environment for the children in Nursery class, and one in which all children feel known and valued. They will work with the Nursery teacher to plan and implement engaging educational activities, and to identify how children can best be supported to meet their developmental milestones. They will develop and maintain strong relationships with parents and carers, and help create a safe, welcoming setting.

MAIN RESPONSIBILITIES AND TASKS

- Work with colleagues to create and maintain a happy, welcoming environment for children, their families and staff
- Provide high-quality education appropriate to the developmental needs of the children, including by planning and implementing appropriate activities
- Provide high-quality education appropriate to the developmental needs of the children, including intimate care where required
- Help create and maintain a safe, clutter-free, attractive learning environment
- Communicative effectively and develop strong relationships with parents
- Support with the creation of high-quality resources
- Ensure that all children are supported to keep safe, stay healthy, enjoy their learning, achieve success, and work towards making a positive contribution to society.
- Keep appropriate records of individual learners' work and achievements, consistent with school policy, and work with the Nursery teacher to ensure that these records are used to inform planning
- Work with colleagues to ensure the welfare of all children in the school, especially those in their class
- Ensure the safeguarding of all pupils in accordance with school policies
- Develop an effective partnership with parents and help them understand how they can support their child's personal development and learning
- Follow school policies and procedures, including in relation to health and safety

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and 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.

The job description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	• A recognised Level 3 Early Years Educator qualification	• An Early Years Educator qualification at a higher level
EXPERIENCE	• Experience working within a Nursery setting	• Experience supporting children with SEND
KNOWLEDGE AND SKILLS	• Excellent written and spoken English • Understanding of systematic synthetic phonics • Understanding of strategies to support children with SEND • Understanding of child development in EYFS • Understanding of safeguarding	• Paediatric First Aid certificate (or willingness to obtain one)
PERSONAL COMPETENCIES AND QUALITIES	• Commitment to the safeguarding of and to promoting the welfare of all children and young people • Excellent interpersonal and communication skills • Commitment to inclusion • Ability to create a warm, nurturing learning environment • Willingness and ability to work as part of a team • Commitment to equality and diversity • Punctuality and reliability	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line: [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://careers.futureacademies.org/schoolrecruiter).

Applicants should complete the online application form via Eteach. Applicants should also complete the 'Supporting Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than 24th July, 2023. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisting has been completed. The process will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. We reserve the right to interview and appoint ahead of the deadline.

3. Notification & Feedback

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to safeguarding and promoting the welfare of all children and young people. Future Academies expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check are required for this role.