Early Years Level 3 Teaching Assistant

St. John's Primary School

Permanent

32.5 hours per week, 39 weeks per year

L3 TA Pay scale £22,369 - £24,054 FTE (£16,669 - £17,925 pro rata)

QEGSMAT are seeking to appoint an enthusiastic Early Years Level 3 Teaching Assistant to join our hardworking and high achieving team at St. John's Primary School.

Our school is in the village of Wetley Rocks in between Leek, Cheadle and Stoke on Trent. Our semi-rural location and single-form entry means we are a smaller school catering for approx. 190 3-11 years. Our school was built in the late 1990's and we have recently invested in our outdoor areas, developing our Forest School provision and more recently our playground equipment.

St. John's Primary school is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 26.2% for Derbyshire support staff and 26.2% for Staffordshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.
Further information about our commitment to Safeguarding can be found - https://www.qegsmat.com/documents/safeguarding

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01782 550309. Further details about our school can be found on our website: www.st-johns-wetleyrocks.staffs.sch.uk

To apply for this position, please visit our Trust Website (https://www.qegsmat.com/current-vacancies/) where you can apply via TES.

Closing date for applications:	**Monday 2nd October 2023 12pm**
Interview date:	**w/c Monday 9th October 2023**
Salary:	**L3 TA Pay scale £22,369 - £24,054 FTE (£16,669 - £17,925 pro rata)**
Potential Start date:	**ASAP**

JOB DESCRIPTION

Post Title: **Early Years Level 3 Teaching Assistant**

Reporting to: Early Years Teachers/Lead

Responsible for: To work with all aspects of the Early Years Foundation Stage (EYFS) but with the Learning and Development requirements which include the Areas of Learning, the Early Learning Goals and Assessment Arrangements.

Scale: L3 TA Pay scale £22,369 - £24,054 FTE (£16,669 - £17,925 pro rata)

Disclosure Level: Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

To provide and maintain a high-quality Early Years' education and to work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties:

Support to Pupils

- Provide pastoral support to pupils within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
- Contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Arrange medical/dental visits as appropriate.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.[1]
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Act as Cover Supervisor during teacher absence under the direction of a teacher/designated member of staff. *Cover will be in accordance with the nationally agreed protocols and as provided for in the Education Act 2002. (The role of Cover Supervisor will be to supervise and take sole responsibility, for short term cover only, for a class/group who are undertaking pre-planned work or where pupils are able to undertake effective, self directed learning [1] [1].)*
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Co-ordinate and organise pupils attending extra curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

Support to Curriculum

- Provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation.
- Contribute to the development, preparation and dissemination of appropriate materials.
- Work with all aspects of the Early Years Foundation Stage (EYFS) but with the Learning and Development requirements which include the Areas of Learning, the Early Learning Goals and Assessment Arrangements.
- Monitor and maintain records, carry out observations on children's development, liaising with parents, staff, and other professionals, as appropriate.
- Provide sessions which have a clear structure and meets all areas of the curriculum and coincides with children's interests including maintaining and further developing resources.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.[2]
- Participate in training and other learning activities and performance development as required. (See footnote 1.)
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

QEGSMAT
MULTI ACADEMY TRUST

Person Specification – Early Years Level 3 Teaching Assistant

Essential Criteria	Measured By
Experience • Supporting children's learning in a school.	AF/I
Qualifications/Training • Good numeracy/literacy skills. • Completion of DfES Teacher Assistant Induction Programme. • NVQ 3 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience. • First aid training as appropriate (e.g. emergency first aid course).	T AF/I
Knowledge/Skills • Understanding of relevant policies/codes of practice. • Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. • Use of other equipment technology – video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Effective use of ICT to support learning. • Willing to work towards NVQ Level 3 or recognised equivalent.	AF/I /A

Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

AF - Application form A – Assessment I – Interview T - Test

Note 1:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

PRINT NAME _____

SIGNATURE _____

DATE _____