



**Inspiring Futures
Through Learning**



Early Years Teaching Assistant - Nursery

To start 1st September 2021

Salary: Grade D NJC points 3 to 4 – £18562 per annum (FTE).

30 hours per week (12pm – 6pm)

38 weeks per year (plus 5 training days)

Priors Hall – a learning community is part of the Inspiring Futures through Learning, Multi-Academy Trust, which comprises of 14 schools. The Trust is committed to developing a family of schools whose purpose is to inspire the futures **of us all** through learning **together**.

We have an opportunity for a **Level 3 Teaching Assistant** to join our **Early Years** Team and provide care for our Nursey children. The successful candidate will:

- **Support Children from lunch time to the end of their school day**
- **To help run the wrap around provision for our Early Years Tea Time Club**

Applications are welcome from Level 3 Teaching Assistants who would like to work within an established team to help the pupils fulfil their full potential.

To apply please download an application pack from our website www.iftl.co.uk, complete in full and return by email to iftl_recruitment@iftl.co.uk

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package through MKTSA, discount on gym membership, cinema tickets, childcare vouchers, cycle to work scheme and much more.

Closing Date for applications: Monday 26th July 2021 at 12noon

Interviews: TBC

Inspiring Futures through Learning is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer.



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TEACHING ASSISTANT – LEVEL 3 JOB DESCRIPTION

JOB PURPOSE

The aim of IFtL is to build a community of pro-social, emotionally competent, independent learners.

Under the overall direction of the Head Teacher the post holder will assist the class teacher to:

- raise and maintain standards of education and social development for children in the Trust
- promote the involvement of pupils in the social and academic processes of the academy
- enable children to become more independent learners
- help to raise standards of achievement for all children

At times the post-holder will work under the direction of the class teacher to work with whole class, small groups or individual children. At other times of the day the post-holder will be responsible for supporting children's learning in an area of FS, both indoors and outdoors.

MAIN DUTIES

The post-holder will:

- Under the direction of the class teacher, supervise and support children, ensuring their safety and access to learning
- Ensure that the academy's health, safety and behaviour policies are adhered to
- Assist children individually or in small groups to understand and work through pre-defined learning activities
- Observe and document children's learning and contribute to the development of their learning stories and portfolios
- Support, scaffold and extend children's learning through play
- Provide routine clerical and other support to meet the delivery requirements of the academy
- Prepare and maintain pre-defined learning resources and work environment for specific learning activities to meet the needs of the pupils and the curriculum
- Participate in meetings and team development activities to support the individual and team performances and development objectives
- Monitor resource levels and ensure that the appropriate person is notified of stock levels.
- Ensure that resources are used appropriately to minimise waste
- Observe and be aware of and report any pupil problems, progress and achievements to the class teacher to ensure that pupil records are accurately maintained

- Gather and report information to and from parents as appropriate to meet the needs of the service delivery requirements
- To undertake any other duties as requested by the Head Teacher, these duties may change from time to time without changing their general character or level of responsibility

FS2 Level 3 Teaching Assistant – Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good general level of education to GCSE Grade C or above – be literate and numerate • Have or be willing to work to a level 3 qualification in childcare 	<ul style="list-style-type: none"> • Early Years qualification • Teaching Assistant qualification – minimum level 2
Experience and Knowledge	<ul style="list-style-type: none"> • Awareness of the Early Years Foundation Stage curriculum, especially in regard to literacy and numeracy • Good IT skills and familiar with relevant packages 	<ul style="list-style-type: none"> • Basic knowledge of first-aid – you may be asked to attend first aid courses • Previous experience of working with children of a similar age group
Ability and Skills	<ul style="list-style-type: none"> • Good organisational skills • Ability to work as part of a team • Use own initiative • Able to work with a wide range of people in a courteous and effective fashion 	
Disposition	<ul style="list-style-type: none"> • Able to work with children, creatively and enthusiastically and respond to their individual needs • Be flexible and adaptable 	
Equal Opportunities	The post-holder should be committed to working with children and families from diverse backgrounds and promote positive health and social outcomes.	
Health and Safety	The post-holder should be committed to health and safety, and be willing to undertake training to enable the implementation of procedures for the welfare of pupils and staff.	First Aid qualification
Pre-employment checks and Safeguarding Children	In addition to normal pre-employment checks the post-holder will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.	Safeguarding awareness
Other work elements	<p>The successful candidate will regularly move around during their normal working pattern, walking, standing, sitting and getting down to the children's level.</p> <p>You may be required to assist with moving PE equipment and outdoor equipment.</p> <p>You will be required to work outside for periods of time in all weathers.</p>	

	You may, on rare occasions, be required to deal with toilet accidents and help to clean up children who have been ill.
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