



## Job Application Pack



## EYFS Teaching Assistant

Academy:	Sandy Hill Academy
Salary:	D Grade
Contract Details:	Permanent Variable
	Full time
	Term Time +12 days
Closing Date:	Thursday 29 <sup>th</sup> June 2017
Start Date:	Monday 4 <sup>th</sup> September 2017



## Aspire Academy Trust

Aspire Academy Trust is a Multi Academy Trust, comprising of a group of primary Academies. We have joined together in a unique and exciting partnership that raises aspiration and achievement through ensuring better provision, richer resources, and higher standards for all our pupils. The trust is fully committed and focused on continuous school improvement and outstanding leadership.

Aspire is a successful, compassionate, effective, and focused educational charity that attains to the highest standards of professionalism. It guides, challenges, and supports 21 diverse academies. It puts children first, looking to provide them with a truly outstanding, world-class education. Its drive towards achieving these goals is provided by some of the finest and most skilled Primary practitioners and leaders in the county and country.

## Health &amp; Wellbeing

Aspire Academy Trust is committed to being a mindful organisation that actively values the Health and Wellbeing of everyone in it. This is an inviolable truth that must inform everything we do, and every policy we have. We are striving to make it so.

Every individual has a right to:

- Mental, emotional, social and physical wellbeing.
- Experience personal achievement.

Aspire is dedicated to ensuring these rights are delivered. Aspire recognises that employee engagement is critical in ensuring that health and wellbeing provision is meaningful and successful. We are all responsible for creating an organisation that promotes health and wellbeing strategies. Health and Wellbeing strategies are opportunities to advance the Aspire workforce to a distinctive level. Inspirational learning environments can be created with a motivated, valued and dynamic workforce. Health and Wellbeing is core to a first class academy workforce where the pupils will be rewarded with outstanding outcomes.

A meaningful and successful Health & Wellbeing provision involves the engagement of all employees, therefore it is the aim of Aspire Academy Trust that each individual will:

- Promote healthy life style choices during the school day
- Be a positive role model
- Be responsible for actively seeking support if it is needed, professionally or personally
- Participate in personal and professional development opportunities, strategies and training



*Our Trust is committed to providing employee benefits that motivate and reward our employees.*

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- You will join our Aspire staff incentive scheme
- Family friendly policies
- Continued professional development
- Bike to Work scheme
- Childcare Voucher scheme
- Eye care scheme

## Application Details

Thank you for your interest in this vacancy with Aspire Academy Trust. Further details of the post are included in this pack.

## How to Apply

Application forms can be accessed through [www.aspireacademytrust.org](http://www.aspireacademytrust.org) or if you would like a paper copy please phone 01726 438402.

Completed application forms can be emailed to [jobs@aspireacademytrust.org](mailto:jobs@aspireacademytrust.org) or returned via post to:

- Unit 11  
St Austell Business Park  
Carclaze  
St Austell  
PL25 4FD

Please note that we do not accept CVs.

## Interview

The interview date for the role is the 7th July 2017. If you have not heard from us within 2 weeks of the closing date, please assume that, on this occasion, your application has not been successful.

## References

References will be requested if your application and interview are successful. All offers are subject to satisfactory references.

## Safeguarding

Aspire Academy Trust are committed to safeguarding children and young people. All successful applicants will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

## JOB DESCRIPTION

Job Title:	Nursery Teaching Assistant
Responsible to:	Head of School, Executive Principal and Hub Council
Important Functional Relationships:	Teachers, Pupils, Parents, Support staff, and other Aspire colleagues.

### Main Purpose of job:

To support the Nursery Manager to plan and deliver outstanding provision and learning opportunities for Early Years children. To contribute and assist with the practical organisation of nursery activities. To assess the progress of children and plan for their next steps in development. To ensure the safety and well-being of the children at all times and act as are responsible Early Years practitioner.

### Duties and Responsibilities

- To support the nursery team to develop an outstanding, stimulating and well-resourced learning environment.
- To assist with learning activities across the seven areas of learning. To develop children's knowledge through support and encouragement in the learning activities undertaken within the nursery. To provide opportunities for children to work towards the Early Years Learning Outcomes through the Development Matters.
- To feedback information regarding the well-being, educational and developmental needs of children to the nursery/early years teacher, parents and Head of School as appropriate.
- To administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the nursery school procedures (as trained) and to attend to children who are sick as necessary.
- To promote health and personal hygiene to the children throughout the activities undertaken in the nursery.
- To undertake the shared responsibility with all nursery staff for the care and maintenance of nursery equipment and resources.
- To encourage self-control and self-discipline in the children throughout all activities undertaken in the nursery and to promote the nursery's positive behaviour policy.

### General:

- To ensure that pupil needs are prioritised and to have a clear sight of how this role impacts on the pupils of the academy and the Trust at all times.

- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To contribute towards the ethos of the Aspire Academy Trust and become a proactive member of staff.
- To network, communicate, support and work with other Aspire staff within the Trust and to attend meetings and training when required.
- To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all Aspire policies, Safeguarding & Child protection policies and procedures, Equal Opportunities Policy and Code of Conduct, Health and Safety, Data Protection.
- To undertake other duties appropriate to the post as required.



### PERSON SPECIFICATION

Job Title: Nursery Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Experience of working with Early Years children.	Experience of working with Early Years children in a nursery environment.	Application form/ interview
<u>Education &amp; Training</u>	<p>Attainment of GCSE's (or equivalent) to include Maths and English (level 2 standard of qualification).</p> <p>Attainment of NVQ level 2 in Early Years Care &amp; Education or equivalent qualification as recognised by CACHE.</p>	<p>Paediatric First Aid</p> <p>Food Safety and Hygiene</p> <p>Tier 2 Safeguarding</p>	Application form/ interview
<u>Special Knowledge &amp; Skills</u>	<p>Knowledge of current legislation and guidance (e.g. EYFS Framework and Development Matters)</p> <p>Awareness of good practice of an effective early years' curriculum. Able to observe, assess and track children's learning and development.</p> <p>An understanding of early phonetical development and implementation of activities in the classroom.</p> <p>Demonstrates time management, strong organisational and problem solving skills.</p> <p>Evidences fluent verbal and written communication skills.</p> <p>Key operational policies and procedures e.g. health and safety, child protection, behaviour management and administering of medication.</p> <p>Demonstrates working knowledge of child developmental stages.</p> <p>Knowledge of positive behaviour strategies.</p> <p>Confident ICT skills.</p> <p>The ability to build good working relationships with relevant agencies,</p>	Knowledge of issues relevant to Early Years education and child development.	Application form/ interview

	<p>schools, childcare professionals and keep detailed records.</p> <p>A commitment to keeping up to date with developments in early years' care and education and a passion for continuous improvement.</p>		
<u>Any Additional Factors</u>	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Ability to self-motivate along with a pro-active approach to work.</p> <p>Ability to work on own initiative, but also part of a team</p> <p>Patient, tolerant and friendly approach</p> <p>Discreet, reliable and honest</p> <p>Professional and diplomatic</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		Application form/ interview

#### Special Conditions related to the post

*Aspire Academy Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

*This job description and person specification was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Aspire Academy Trust*

Prepared by: Aspire Academy Trust

Date: June 2017