



THORPE
PRIMARY ACADEMY

One Community, Growing Together

CANDIDATE PACK – TEACHING ASSISTANT (EYFS) GRADE 6



Proud to be part of

**KEYS
ACADEMIES
TRUST**



A Welcome from the Headteacher

Thank you for your interest in joining our school community. This is an exciting opportunity for an experienced EYFS Teaching Assistant who is passionate about early years education and motivated by making a meaningful difference to our youngest pupils and their families during this crucial stage of their educational journey.

We are seeking a committed, nurturing and proactive EYFS Teaching Assistant to provide high-quality support for pupils in our Nursery and Reception classes. This will be a highly rewarding role for practitioners with experience in SEND and EAL who want to play a pivotal role in enabling our pupils to thrive academically, emotionally and socially.

This varied and rewarding role will involve:

- Providing support for all pupils in the Early Years Foundation Stage to ensure they make good progress from their starting points, including pupils with SEND and EAL
- Contributing to the baselining of pupils and using specialist skills, training and experience to support pupils in accessing the classroom and curriculum
- Actively engaging with the school's provision map for pupils in the Early Years
- Ensuring early identification of possible SEND or other barriers to learning and intervening through APDR as appropriate
- Contributing to high-quality learning in the early years, including through enhanced continuous provision
- Supporting pupils' wellbeing and dignity, including delivering intimate care where required
- Delivering phonics interventions as required
- Supporting successful transition into school and progression to Year 1
- Building effective relationships with pupils, colleagues, parents and carers to ensure consistent and high-quality support

We are looking for someone who:

- Has a Level 3 Early Years qualification and proven experience working in EYFS
- Demonstrates secure literacy and numeracy skills (including GCSEs in English and Maths or equivalent)
- Has training and experience of EYFS interventions, with demonstrable evidence of impact on pupil progress
- Has experience of identifying potential SEND for pupils in the EYFS
- Understands the importance of the EYFS on pupils' educational journey
- Communicates confidently, works effectively as part of a team and uses initiative to respond flexibly to pupils' needs
- Is well organised, reflective, and committed to ongoing professional development
- Shares the values and ethos of a high-performing, child-centered school

We are proud to belong to Keys Academies Trust, which offers valuable opportunities for collaboration across schools and enhances the experiences we provide for our children.

We hope that, after reading this information pack and reflecting on how your skills and experience align with this rewarding opportunity, you will feel encouraged to apply.

Visits to the school are warmly welcomed and these will give you an opportunity to meet our staff and pupils, giving you a fuller insight into our inclusive ethos and the vital role you could play within our community. Please just call the office to arrange a time for a tour.

We very much look forward to receiving your application.

Yours sincerely,

Jamie Parkhouse, Headteacher



About the School

Thorpe Primary School is a wonderful, multi-cultural school where children feel safe, happy and secure, and leave well-prepared for the next phase of their education. An engaging and innovative curriculum inspires children and equips them with skills, experience and confidence to achieve their best. We strive for children to develop into successful learners and well-rounded individuals through high quality teaching and pastoral care across the school.

Our dedicated staff work incredibly hard to secure good outcomes for children. They work together to ensure the curriculum we offer is purposeful and memorable for all children as well as offering a wide range of extra-curricular activities and opportunities.

Our provision is enhanced by our good relationships with parents, Academy Committee and the wider community, all of whom we work in partnership with.

We are located within the bustling city of Peterborough and enjoy direct rail links with London. Peterborough is known for its diverse and inclusive culture which is something we celebrate throughout our school; with 28% of our pupils having English as an additional language. We are proud to serve the families of Netherton and western Peterborough.

We have high expectations for all our pupils and staff, and consider our families to be partners, recognising the vital role that they play. We want to work together as a team, to fully realise the potential of all of our children.

We benefit from an on-site internal Nursery, which is the main feeder Nursery into our school and now also have an Alternative Provision provider on site with whom we work closely to share knowledge and expertise. We work closely with our four Trust schools (Jack Hunt, Longthorpe Primary, Nova Primary and Ravensthorpe Primary), as all schools are within a maximum 15-minute walking distance from each other, which allows us to work collaboratively with our peers across both primary and secondary settings. We are all proud members of Keys Academies Trust.

We benefit from wide outdoor spaces, including a luxurious school field and dedicated play areas and outdoor learning environments, including a recently refurbished outdoor EYFS and Nursery space and a new playground area for our Potter High Needs classroom. Due to the locality of Jack Hunt School and Ravensthorpe Primary School, our pupils are able to benefit from the Forest School environments located at the two school sites.

We welcome new colleagues to join our dedicated team, who will bring energy, optimism and a drive to build dreams for our pupils.



About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment. We are keen to reward and recognise our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Free parking at all Keys schools
- Nursery provision
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Role Information



TEACHING ASSISTANT (EYFS)

GRADE:	GRADE 6
SPINE POINT RANGE:	SPINE POINT 7 (£26,402.69) TO SPINE POINT 12 (£28,597.75)
ACTUAL SALARY:	£16,804.73 TO £21,511.27 PER ANNUM
DAYS:	MONDAY TO FRIDAY
HOURS:	27.5 – 32.5 HOURS PER WEEK
WORK PATTERN:	Monday & Tuesday: 8.15am to 3.30pm (Half hour unpaid lunch break) Wednesday & Thursday: 9.30am to 2.30pm (May extend to 8.15am to 3.30pm with half hour unpaid lunch break) Friday: 9.30am to 2.30pm (May extend to 8.15am to 2.30pm with half hour unpaid lunch break)
WEEKS OF WORK:	Term time + 1-week equivalent hours to be worked flexibly for training.
RESPONSIBLE TO:	EYFS Lead

Job Description

OBJECTIVE

The purpose of the post is to complement the work of a teacher, by effectively scaffolding appropriate to age, subject and specific individual needs of students. The Teaching Assistant (EYFS) will generally be deployed to provide specific support for pupils in the Early Years and Foundation Stage (EYFS), to ensure their transition to school and achievements are good or better.

KEY TASKS

- To act as the EYFS Teaching Assistant for all pupils to ensure they make good progress from their starting points, including but not limited to pupils with SEND and EAL.
- To assist in the baselining of pupils and use specialist skills, training, and experience to support pupils in accessing the classroom and curriculum.
- To support pupils to take responsibility for their own learning.
- Ensure pupil's wellbeing and dignity is supported, for example through intimate care.
- Actively engage with the school's provision map for pupils in the Early Years.

SUPPORT FOR THE TEACHER

- To work in partnership with the teacher in supporting learning and managing the needs of pupils for example through effective scaffolding.
- To assist the class teacher with the preparation of reports, EHCP comments, APDR and other plans intended to support students with particular needs in the EYFS.
- To assist the teacher in the monitoring, assessment and recording of pupil progress.
- To provide the teacher with accurate and objective feedback about pupils' learning.
- Liaise with and build strong relationships with parents / carers.
- Support transition into school, and to Y1.

SUPPORT FOR THE CURRICULUM

- To assist the teacher with the preparation of the classroom and appropriate resources, including continuous provision.
- To contribute to the overall ethos of the school to ensure an environment which is calm, purposeful, and happy.
- To attend and participate in appropriate training.
- To participate in training and other learning activities as required.
- To supervise students on planned trips, visits and out of school activities as required.

GENERAL DUTIES

- To maintain confidentiality and adhere to the school's procedures and policies.
- To attend staff meetings and training as required.
- Lunchtime supervision.

GRADE SPECIFIC DUTIES

- Contribute to EYFS baselining and providing associated interventions.
- Contribute to high quality learning in the early years including through enhanced continuous provision.
- Ensure early identification of possible SEND or other barriers to learning and intervene through APDR as appropriate.
- Deliver phonics interventions as required.
- Baselining and tracking progress in pupils using the EYFS framework.

OTHER DUTIES

- Any other reasonable duties as requested by the Headteacher.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	EVIDENCE
COMMITMENT	A clear recognition of and commitment to all our aims as a high performing school. An understanding of the importance of the EYFS on pupils' educational journey. Smart business dress.	Tangible evidence of the commitment to education in the current post.	Letter of application Portfolio of work (where appropriate) Interviews
QUALIFICATIONS	A good basic level of education with at least 5 GCSEs including English and Mathematics. L3 Early Years qualification.	A specialist qualification with evidence of an interest in continued training. Evidence of undertaking relevant, professional qualifications and training.	Application form
EXPERIENCE	A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues. Training and experience of EYFS interventions, and demonstrable evidence of impact on pupil progress. Experience of identifying potential SEND for pupils in the EYFS. A good understanding of the role of monitoring.	Successful experience in a school or college. Experience of supporting pupils who have SEND in an educational context. Clear practical strategies for supporting pupils. Experience of monitoring and evaluating learning leading to pupils making outstanding progress.	Interviews References Portfolio of work Letter of application
STAFF DEVELOPMENT	An understanding of the importance of training. A proven desire to improve.		Letter of application Interviews
RELATIONSHIPS	Experience of working in EYFS. Good listening skills. The ability to communicate effectively and to work as part of a team with staff, parents, and members of the local community.		References Interviews Letter of application

DATE OF JD / PS: 13.02.25

DATE OF NEXT REVIEW: 01/09/2026



Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the school with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.

How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact the school office on 01733 264340 and ask to speak to Georgia Vincent (SENDCo) or Natalie Oxer (Deputy Headteacher).

Visits to our school are warmly welcomed, so please contact the school office to arrange a tour (01733 264340 / office@tpa.keystrust.org)

Closing date: Tuesday 14th July @ 9am

Interview: Thursday 16th July / Friday 17th July

Start Date: 1st September 2026

Please note: we reserve the right to close the vacancy early if we have a strong field of candidates.



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Peterborough
PE3 9UG**



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