

**Empowering futures:  
for a better tomorrow**



Play, learn, grow – be the magic behind their first school smiles.

**Join us as an Apprentice Teaching Assistant – EYFS.**

30 hours per week / 39 weeks per year.

£8.00 per hour (apprentice rate)

Working hours: 08:45-15:15 Mondays to Fridays inclusive. (including one day a week at college)

Fixed term contract – linked to duration of the Apprenticeship

Role available from 1<sup>st</sup> September 2026



Proud to be part of



**Education  
Trust**



## Welcome

Everything we do across our family of 8 schools in our Trust is focussed on our mission to deliver a high-quality inclusive education for our pupils.

At Starcross Primary School, we are a friendly village school that places itself at the heart of our community, where every child is supported to thrive. We are committed to giving children the very best start to school life. Through our exciting and enriching curriculum, we aim to spark a love of learning that will last a lifetime.

We want our children to enjoy coming to school, build lasting friendships, and feel valued as part of our school family. When they leave us, we want our children do so with the skills, confidence, and ambition to make bold choices and aim high.

Please take some time to learn a bit more about our school in Starcross, and our Trust, and what makes us, us, our Trust values. We feel it is an exciting time to join us. We hope to meet you soon.

## The role: Apprentice Teaching Assistant - EYFS

Are you passionate about making a difference in children's lives? Do you thrive in a supportive, inclusive environment where every child is valued and encouraged to reach their full potential?

### About the role

We are looking for an apprentice to complete the experienced team we already have in our up and coming Preschool. Our numbers are growing and we can offer excellent CPD opportunities alongside the day release.

Starcross Primary School is proud to be able to begin supporting children and their families from the age of two and we can offer a fantastic, exciting and memorable journey, where each child is viewed as unique and their opportunities are curated to meet their needs.

In this role you will work closely with the class teacher to provide [support for our pupils](#), including those with Special Educational Needs and Disabilities (SEND).

## We're looking for someone who:

- Has experience with working with children
- Is committed to developing their own skills through study for the Level 3 apprenticeship
- Has the ability to build positive relationships with children and adults.
- Is friendly, caring, approachable and patient.
- Has strong communication and teamwork skills.
- Can be a calm and supportive presence.
- Enjoys being around children and is committed to safeguarding
- Brings a positive attitude and a genuine love of school life.

## In this role you will:

- Develop your knowledge and skills by completing a Level 3 Teaching Assistant - EYFS Apprenticeship
- Be supported by a team of dedicated staff
- Provide support to pupils, helping them access learning and achieve their goals.
- Foster a positive, inclusive learning environment for all pupils.
- Contribute to the **safeguarding and welfare** of children and young people, ensuring their personal care needs are met in line with local and national guidelines.
- Be a caring, approachable adult in the busy heart of school life.

## We offer

- ✓ A role where your work really matters – making a meaningful impact on children's wellbeing every day
- ✓ A rewarding role in a positive environment
- ✓ The opportunity to work in a team who are invested in growing the potential of others
- ✓ Competitive package with generous career average pension scheme with employer contributions of 17%
- ✓ A part-time, term time only contract working 39 weeks per year
- ✓ Ongoing professional development

## How to apply

If you are someone who believes in the power of inclusive education, values every child's potential, and are ready to make a real difference, we would love to hear from you. This is a fantastic opportunity to build strong, trusted relationships with pupils supporting and helping them to thrive alongside developing your own skills and growing your own experience of working with children. To learn more about our school please visit: <https://starcross-primary.co.uk> During term time, visits to the school are encouraged and can be arranged through the school office.

Please do take the opportunity to learn more about the role by viewing the detailed job description included on the following pages. To apply please complete our application form and take the opportunity to share with us how your skills and experience meet the person specification in the job description.

We are committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and reference that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.



## Job description

|                        |                                                                                                                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post title:</b>     | Apprentice Teaching Assistant - EYFS                                                                                                                                                                        |
| <b>School:</b>         | Starcross Primary School                                                                                                                                                                                    |
| <b>Working hours:</b>  | <b>30 hours per week / 39 weeks per year working 5 days per week</b><br>(Mondays-Fridays inclusive 08.45 am – 15.15 pm with a 30-minute unpaid break for lunch, including 1 day per week attending college) |
| <b>Salary grade:</b>   | Apprenticeship rate £8.00 per hour in the first year of the apprenticeship                                                                                                                                  |
| <b>Contract type:</b>  | Fixed term contract– Linked to duration of apprenticeship                                                                                                                                                   |
| <b>Responsible to:</b> | Headteacher                                                                                                                                                                                                 |

### Key purpose of job:

To learn the skills of a Teaching Assistant whilst completing the formal study (apprenticeship) for a Level 3 Teaching Assistant -EYFS. It is anticipated that the duties undertaken as detailed in this job description will grow overtime as learning through the apprenticeship progresses and on-the-job experience is gained.

To work with a class, providing appropriate support for pupils (including SEND pupils), or support for a small group of pupils of any ability and in any curriculum area. To work as part of a team, helping with planning, monitoring and evaluation.

To develop positive partnerships with children and families.

To contribute to the safeguarding and promotion of the welfare and personal care of children and young people in line with local and national requirements.

### Specific duties and responsibilities:

#### Support & deliver learning - supporting teachers:

- Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda.

Under direction from the teacher, support and complement the teaching by:

- Preparing practical resources for the lessons such as apparatus, differentiated worksheets or visual aids.



- Assisting with the preparation of classroom displays, ensuring pupil work is presented in conjunction with teaching points.
- Supporting in behaviour management and reinforcing agreed rules when working with pupils.
- Make use of a range of resources suitable for individual or small group needs and use them to ensure pupil motivation.
- Reporting to the teacher progress made, problems arising, and any difficulties with work and/or resources.
- Arrive in class, on or before the start of the lesson.
- Setting a good example in terms of personal presentation, attendance and punctuality.

### **Support & deliver learning - supporting pupils:**

Under direction from the teacher:

- Assist in the promotion of development and learning (physical, emotional and behavioural).
- Work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons.
- Assist pupils with practical work.
- Contribute to the Extended Schools programme as indicated within the School Improvement Plan, e.g., by assisting on school outings and various activities.
- Actively promote school and Trust policies and procedures
- As directed and guided, to work with the school staff to administer a programme of interventions for selected children in directed areas of the curriculum on a regular basis, in order to accelerate progress and improve attainment.
- To record results and observations and share these with class teachers as appropriate to help track and monitor progress.
- To liaise with the class teacher and SENDCO as appropriate and necessary, in order to maintain effective communication.
- To attend any relevant training as necessary in order to support the needs of the individual.

### **Health and safety:**

- Undergo Basic First Aid training and update courses as required.
- To maintain a safe learning environment.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

### **Continuing professional development:**



- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with study for the apprenticeship, and research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the apprenticeship requirements and Performance Management process - evaluating and improving own practice.

#### **Support Team:**

- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

#### **Other duties:**

- To place the safeguarding of all children in the school as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



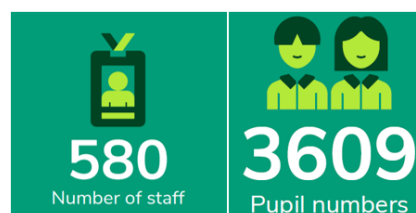
## Person specification

| Assessment criteria - evaluated from application form (A) and / or interview (I)                                       |  | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------|--|-----------|-----------|
| <b>Qualifications:</b>                                                                                                 |  |           |           |
| Willing to study for a Level 3 Teaching Assistant qualification (A/I)                                                  |  | ✓         |           |
| GCSE English and Maths Level 4/C or above or commitment to achieve this during your study for the apprenticeship (A/I) |  | ✓         |           |
| First aid training, or willingness to undergo training (A)                                                             |  |           | ✓         |
| <b>Experience:</b>                                                                                                     |  |           |           |
| Previous experience of working with children (A,I)                                                                     |  | ✓         |           |
| Experience of working in a Primary School (A,I)                                                                        |  |           | ✓         |
| <b>Knowledge:</b>                                                                                                      |  |           |           |
| An understanding of how to build positive relationships with children to assist in supporting their needs (A,I)        |  |           | ✓         |
| An understanding of positive behaviour management and current methods of managing behaviour (A,I)                      |  |           | ✓         |
| An understanding of safeguarding responsibilities and promoting the welfare of children and young people (A,I)         |  | ✓         |           |
| Knowledge of the importance of assessment and their part in the assessing progress (I)                                 |  |           | ✓         |
| Demonstrable knowledge and understanding of supporting children in an area of the curriculum (I)                       |  |           | ✓         |
| <b>Skills:</b>                                                                                                         |  |           |           |
| Ability to listen and to interact well with children (A/I)                                                             |  | ✓         |           |
| Ability to work calmly and professionally under pressure (A,I)                                                         |  | ✓         |           |
| Ability to work closely with other adults to meet the needs of children (I)                                            |  | ✓         |           |
| Ability to form and maintain appropriate professional relationships and personal boundaries with pupils (I)            |  | ✓         |           |
| Ability to maintain discipline in line with school policy (I)                                                          |  |           | ✓         |



| Assessment criteria - evaluated from application form (A) and / or interview (I)                                        |  | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------|--|-----------|-----------|
| Flexible approach with the ability to adapt quickly to changes in routine (A/I)                                         |  | ✓         |           |
| Competent user of IT, able to use IT systems for communication and to maintain up to date records and information (A,I) |  | ✓         |           |
| Commitment to school improvement and raising outcomes for all pupils (A/I)                                              |  | ✓         |           |
| Ability to learn new systems quickly and effectively (I)                                                                |  | ✓         |           |

## Our Trust



### Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

**Cockwood Primary School**

**Kenn Church of England Primary School**

**Kenton Primary School**

**Starcross Primary School**

**Teignmouth Primary School**

**Dawlish College**

**Newton Abbot College**

**Teignmouth Community School**

Our vision and mission define our purpose.

**Our vision:** 'Empowering futures; for a better tomorrow'

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

**Our why:**

Our mission describes why Ivy exists: 'To deliver an ambitious, high-quality, inclusive education'.

**Our how:**

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

## Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

### Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

### Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

### Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

### Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

*At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.*

*Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.*

