

## **Teaching Assistant – Wrap Around and Main School (including Nursery)**

### **Teaching and Learning Level 3 – NJC Grade 4 – all year round.**

#### **Statement of Purpose**

We are seeking to appoint a dedicated, nurturing and enthusiastic Nursery Teaching Assistant to join our thriving Early Years team at St John's C of E Primary Academy. This rewarding role includes working within our Nursery and wider school day, alongside providing wrap around care supervision before and after school and during school holidays.

This is a wonderful opportunity for someone who is passionate about early childhood development and who values building warm, trusting relationships with children and families. You will play a key role in ensuring our youngest learners feel happy, safe, secure and inspired to learn, while also contributing to our well-established wrap around provision.

The successful candidate will work under the direction of the Wrap Around Care Manager before and after school and during school holidays, and under the direction of a classroom teacher or the Nursery Manager during the school day.

The successful candidate will help provide a happy, safe, secure and stimulating environment that is conducive to meeting the learning & development needs of each child.

#### **About St John's C E Primary Academy**

St John's C of E Primary Academy is a vibrant, inclusive and multicultural school, where every child is known, valued and celebrated. Our most recent OFSTED inspection (October 2024) confirmed that the school has successfully maintained the strong standards identified at our previous inspection, with pupils describing the school as a place where they feel happy and safe.

Inspectors highlighted that:

- Pupils behave exceptionally well and are polite, respectful and well-mannered
- Staff set high expectations for both behaviour and achievement
- The school has a positive, supportive culture, with staff wellbeing prioritised
- Children experience a broad, engaging curriculum, enriched by outdoor learning and creative opportunities

#### **Early Years and Nursery Provision**

Our Early Years provision is a particular strength of the school. OFSTED noted that:

- Children get off to a strong start, settling quickly and making rapid progress
- The Early Years curriculum is carefully constructed, with high-quality social and emotional development at its heart
- Children benefit from rich outdoor learning experiences that enhance curiosity, resilience and independence
- Physical development is well prioritised, supporting children effectively in preparation for early writing
- Most children achieve well by the end of Early Years, supported by skilled and caring staff

You will be joining a team that is ambitious for every child and deeply committed to providing the very best start to school life.

### **The Role – What You Will Do**

Working under the direction of the Nursery Manager, class teachers and Wrap Around Care Manager, you will:

- Provide high-quality care, learning and pastoral support for children aged 3–11
- Support the delivery of engaging, age-appropriate indoor and outdoor learning activities
- Help create a stimulating, well-organised and inclusive learning environment
- Support children's social, emotional and educational development
- Work closely with parents/carers and external professionals to support individual needs, including SEND
- Apply positive behaviour strategies to promote a calm, purposeful and happy environment
- Assist with planning, assessment and preparation of learning activities
- Provide supervision and care during before and after-school provision and holiday clubs
- Contribute positively to the wider life, ethos and values of the school

### **Support to Pupils**

- To liaise effectively with other team members, children and parents/carers
- To deliver the provision of a range of stimulating activities, indoor & outdoor, relevant to the age, stage and needs of young children which encourage and develop all areas of development.
- To work in partnership with parents/carers and the team around the child with special needs to ensure full integration.
- To provide pastoral support to pupils within the school environment.
- To provide structured support in accordance with specific work programmes designed and supervised by individual teachers and the Nursery Manager.
- To contribute to raising standards by ensuring that high expectations are promoted for pupils.
- Involvement in the implementation of individual education / behaviour / support / mentoring plans.
- To understand and adhere to all the policies to ensure the safety and wellbeing of all the children, parents and staff.
- Apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Contribute to the creation of an appropriate learning environment through display and classroom organisation.
- Contribute to the creation of appropriate learning resources.
- Encourage pupils to interact with others and engage in activities led by the teacher or nursery manager.
- Accompany teaching staff on out of school trips and other activities as required.

### **Support to Teacher**

- To act as Cover Supervisor during teacher absence
- Provide structured support in accordance with specific work programmes designed and supervised by teachers or the Nursery Manager.

- Support the teacher or Nursery Manager in the development and implementation of individual education and 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.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher or Nursery Manager.
- Assist the teacher or Nursery Manager with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement / progress as directed.
- Provide detailed and regular feedback to teachers or the Nursery Manager on pupils' achievement and progress.
- Provide general admin support for classroom activities e.g. producing worksheets.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

### **Support to Curriculum**

- To 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 development of school policies and procedures by participating in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

### **Support to 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
- Participate in training and other learning activities and performance development as required.

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

### **The Ideal Candidate**

We are looking for someone who:

- Holds a Level 3 Teaching Assistant and/or Early Years qualification
- Has experience working with children aged 3–11, ideally including nursery or early years
- Is warm, caring, patient and genuinely passionate about children’s learning and wellbeing
- Works effectively both as part of a team and independently
- Communicates confidently with children, colleagues and parents
- Is committed to inclusion, equality and safeguarding
- Brings energy, enthusiasm and a positive “can-do” attitude to everything they do

### **What We Offer**

- A welcoming, supportive and values-driven school community
- Well-behaved, happy children who enjoy coming to school
- A strong commitment to staff wellbeing and professional development
- High-quality leadership and clear expectations
- Opportunities to work across Early Years, school and wrap around provision
- The chance to make a genuine difference during a crucial stage of children’s development

## Person Specification

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with groups of children in the age range 3 -11</li> <li>• Supporting children’s learning in school</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Level 3 Teaching Assistant and Early Years qualification.</li> <li>• Good Numeracy / literacy skills</li> <li>• First Aid Training as appropriate</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to provide high quality care for children.</li> <li>• Ability to relate well to others – children, parents/carers, staff, managers and other professionals.</li> <li>• Ability to work constructively as part of a team and on own initiative.</li> <li>• The commitment to and understanding of anti-discriminatory practice.</li> <li>• Ability to learn and develop new skills and methods of working.</li> <li>• Effective ICT skills.</li> <li>• Good communication skills.</li> <li>• Have good organisational skills.</li> <li>• Basic knowledge of first aid; e.g. emergency first aid course.</li> </ul> <p>Understanding of relevant policies / codes of practice            Good understanding of areas of learning</p>	AF/I
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• 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.</li> </ul>	AF/I