



Severn Bridges
Multi-Academy Trust

Mount Pleasant Primary School

**Early Years Teaching Assistant Level 3
Recruitment Pack**



Severn Bridges Multi-Academy Trust

Mount Pleasant Primary School Early Years Teaching Assistant Level 3 Recruitment Pack



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Mount Pleasant Primary School

Early Years Teaching Assistant

Level 3



About our School

Headteacher's Welcome

Mount Pleasant Primary School and Nursery is a wonderful place to work and learn. It's a place where children thrive.

We are lucky to have excellent facilities which we make the most of, especially our outdoor provision and Forest School area, which is the envy of many other local schools!

Visitors find a happy and purposeful learning environment where children's level of engagement in their learning is high, as are our expectations of them. We have a fantastic team of staff who are dedicated to achieving the best outcomes for our pupils in all areas – not just in academic performance. We strive to develop our pupils' knowledge and skills across the curriculum and to support them to become resilient, thoughtful, creative and independent – preparing them for life. We are constantly seeking to develop and improve, to ensure that we are delivering the best possible opportunities for our pupils. We work closely with pupils, parents, governors and colleagues in the other two schools in our Multi-Academy Trust to ensure that we keep this at the forefront of everything we do.

We work hard here but we also have a lot of fun. I am proud to be Head of such a super school.

Alison Bengel – Headteacher

Pupils' Welcome

Welcome to our extraordinary school where children have fun and learn every day.

During our school day we are together learning the most important things in life whilst still having the best time. You will be amazed by our wonderful forest school area and outdoor learning spaces. We have fantastic teachers and hardworking pupils at our school who are all happy to spend their time at Mount Pleasant every day. We work as a team to follow the 'The Mount Pleasant Way' and make our school a happy environment to be in. There is an after school club called 'Twilight' and lots of other fun clubs you can go to.

We are extremely proud to be part of this brilliant school.

Mount Pleasant School Council



Mount Pleasant Primary School

Early Years Teaching Assistant

Level 3



Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Andrew Morris CEO



Severn Bridges
Multi-Academy Trust



Greenfields
Primary School



Mount Pleasant
Primary School & Nursery



Radbrook
Primary School



Sundorne
Infant School & Nursery



Harlescott
Junior School

Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

About the Role

The Severn Bridges Multi-Academy Trust and Governors of Mount Pleasant Primary School wish to appoint a dedicated and suitably experienced Early Years Teaching Assistant to join our enthusiastic and supportive team.

The role will be an exciting one, working in EYFS and working with children with additional needs. The role will enable you to support children both academically and pastorally.

The successful candidate will be passionate about EYFS and have an understanding and experience of working with children in Early Years. They will also have worked with children with special educational needs, in particular with language and communication needs. They will be able to demonstrate a range of skills in supporting communication, and managing pupil's emotions in a proactive, positive and supportive way, enabling them to get the very best out of their learning.

Successful candidates will be expected, working at L3, to lead the class during times such as PPA.

We are looking for someone to be part of our forward thinking and creative team and welcome your new ideas and enthusiasm.

It's a lovely place to work. We can offer you a positive and thriving school environment, a great team of staff, a commitment to continuing professional development and some pretty fantastic children too!



Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

The Post: Early Years Teaching Assistant Level 3

Contract Type: Term Time, Fixed term contract until 31st August 2025

Hours : 19.5 hours a week Monday – Wednesday

Work Base: Mount Pleasant Primary School

Required : ASAP

Closing Date: Wednesday 10th Dec – 9.00 am

Interviews: Tuesday 16th December



Grade : Grade 6 scp 7-11

Salary : £11,639 – £12,404 actual pa

Hours : 19.5 hours a week Monday – Wednesday
8.30am – 3.30pm – 30 mins lunchbreak

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: www.severnbridgesmat.co.uk/our-policies/

How to apply

All applications should be made online through MYNEWTTERM. Please refer to the vacancy page on the school website www.mountpleasant.shropshire.sch.uk and click onto the vacancy where you will be able to apply directly. CVs will not be accepted.

Visits

Applicants are welcome to come and visit the school. Please telephone or email the school to book your visit. The phone number is 01743 249135 and email address is admin@mountpleasantsbmat.com

Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

Job Description

Post title: Early Years Teaching Assistant Level 3

Grade : Grade 6 scp 7-11

Hours: 37 hours per week, Term Time only

Location: Mount Pleasant Primary School

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Work under the guidance of the teaching staff and within an agreed system of supervision, providing effective care, and learning for children up to age five, enabling them to progress and prepare for school. Support and promote children's early education and development in the EYFS. Support the teacher with appropriate assessment processes for children in the EYFS. Work in partnership with the EYFS lead, staff, parents, and professionals where applicable to support children's development. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision. Staff may also occasionally supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

Job Description

Principal Duties and Responsibilities

Support for Pupils

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills/training/experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangements with pupils, and provide support for distressed pupils.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Plan and carry out physical care routines suitable to the age, stage and needs of each child.
- Follow and encourage appropriate infection control measures, e.g. handwashing, food hygiene, cleaning spillages and safely disposing of waste.
- Liaise closely with parents to support them to promote their child's health, wellbeing, learning and development.

Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

Job Description

Support for the Teacher

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical/admin. support eg. dealing with correspondence, analysing data on attendance/exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- On occasion cover class teaching (under supervision) as and when appropriate.
- On occasion when covering class direct the work, where relevant of other adults in supporting learning.

Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

Job Description

Support for the Curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies eg. Literacy, numeracy, early years etc. as directed by the teachers.
- Support pupils in using ICT, and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment/resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Other Duties

Any other duties that the Headteacher, CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

Person Specification

 Severn Bridges MAT 		
Person Specification – Teaching Assistant Level 3 EYFS		
Criteria	Essential	Desirable
Qualifications	5 GCSE's or equivalent, including Maths and English Level 3 Certificate in Early Years care or to have completed training of a similar standard in line with the EYFS qualification requirements HERE	First Aid qualification Makaton
Work or relevant experience	Experience working of in a Nursery/Pre-School or EYFS setting (children aged 5 and under). Used the early years education curriculum framework to support children's development. Ability to work with small groups or an individual pupil.	Worked with children with SEND
Knowledge and understanding	Clear understanding of the expected patterns of children's development from birth to age five, and of further development from age five to seven.	National learning strategies including Literacy and Numeracy Non-school based support agencies

Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

Person Specification

	<p>Able to analyse and explain how <u>children's</u> learning and development can be affected by their stage of development and individual circumstances.</p> <p>Appreciation of the importance of children's holistic development in the following areas:</p> <ul style="list-style-type: none"> – Speech, language and communication – Personal, social and emotional development – Physical development <p>Able to explain the potential effects of <u>of</u>, and how to prepare and support children through, transitions and significant events in their lives.</p>	
Skills and Abilities (relevant to post)	<p>Good communication skills and ability to relate well to children, staff and parents</p> <p>Evidence of working well as part of a team</p> <p>Good ICT skills or the willingness to update skills and undertake further training</p> <p>Ability to plan and organise effectively</p> <p>A commitment to promoting children's wellbeing and education.</p> <p>Able to assess a child's individual needs and differentiate activities to cater for <u>children's</u> varying needs and stages of development.</p>	<p>Specialist skills, training or experience eg. <u>Art</u>, <u>Music</u>, <u>ICT</u> etc</p>
Personal Qualities	<p>Enjoyment of working with children.</p> <p>A calm, caring and friendly nature.</p>	

Mount Pleasant Primary School

Early Years Teaching Assistant Level 3

Person Specification

	Ability to bring to the role, initiative, enthusiasm and commitment A flexible approach towards working practices. Willingness to develop skills with further training	
Special Conditions	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	