



# RECRUITMENT PACK

Teaching Assistant 3 (EYFS)

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## WELCOME FROM JAMIE ROBINSON, HEAD OF SCHOOL

Dear Applicant,

Thank you for your interest in joining St Anne's & St Joseph's Catholic Primary School. As a Roman Catholic Primary School within the Romero Catholic Academy Trust, we are proud to promote St Oscar Romero's inspiring vision: "Aspire not to have more, but to be more."

At the heart of our school is a commitment to providing an outstanding Catholic education that nurtures every child as a unique individual, created in the image of God. Alongside striving for the highest academic standards, we are dedicated to developing and celebrating each child's God-given talents through strong partnerships with families, parish and the wider community.

At St Anne's and St Joseph's Roman Catholic Primary School, we are committed to safeguarding and promoting the welfare of children and young people. All stakeholders must share this commitment. We look forward to receiving your application.

Yours faithfully,

Jamie Robinson

## WELCOME FROM REBECCA NIGHTINGALE, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Dear Applicant, On behalf of the Governing Board, I would like to warmly welcome you to St Anne's & St Joseph's Catholic Primary School. We hope that you will find our school to be a warm, friendly and welcoming community where every child is valued and encouraged to flourish. Our dedicated staff work tirelessly to ensure that children enjoy coming to school and are provided with a wide range of enriching opportunities throughout their time with us. This commitment is reflected in the children's positive attitudes to learning and in the wonderful feedback we receive from families and visitors alike.

Yours faithfully,

Rebecca Nightingale

# JOB ADVERT

## TEACHING ASSISTANT 3 (EYFS)

**FIXED-TERM/ FULL TIME – 1<sup>ST</sup> SEPTEMBER 2026 – 31<sup>ST</sup> AUGUST 2027**

**GRADE 6, SCP 11 - 19 £28,142 - £32,061 FULL TIME EQUIVALENT**

**RESPONSIBLE TO: HEAD OF SCHOOL**

**MAIN LOCATION: ST ANNE’S AND ST JOSEPH’S RC PRIMARY SCHOOL**

**REQUIRED TO COMMENCE: 1<sup>ST</sup> SEPTEMBER 2026**

The Governors of St Anne’s and St Joseph’s RC Primary School are seeking to recruit an outstanding, passionate and inspirational Teaching Assistant, to support our Early Years Foundation Stage.

St Anne’s and St Joseph’s RC Primary School is a Voluntary Academy within Romero Catholic Academy Trust. The primary purpose of our school is to provide a Catholic education for the children of St Anne’s and St Joseph’s parishes and the local community. Whilst we have ambition for the highest possible academic outcomes for the children in our care, we recognise the importance of nurturing each individual child, made in the image of God, developing and celebrating their God-given talents. We are committed to working with families, governors, the parish and the wider community to ensure the highest possible standards of provision and outcomes across school.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 233019** or [n.mellors@sasj.lancs.sch.uk](mailto:n.mellors@sasj.lancs.sch.uk).

**Full details are available via the My New Term website: [Education Job Search | Find Teaching, Leadership & School Support Jobs](#).**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	Friday 3 <sup>rd</sup> July 2026 @ 8.00am
<b>Shortlisting Date</b>	Friday 3 <sup>rd</sup> July 2026
<b>Interview Date</b>	Monday 6 <sup>th</sup> July 2026

## TEACHING ASSISTANT 3 (EYFS)

### JOB DESCRIPTION

#### JOB PURPOSE

Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils.

Would be expected to:

- plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate
- establish supportive and constructive relationships with pupils, parents, carers and the wider community

#### MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

#### SUPPORT FOR PUPILS

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To engage in high quality interactions with all children with a focus on vocabulary development.
- To prepare and lead Phase 1 phonics for pre-school children, following Read Write Inc provided by the class teacher/early reading lead.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- To support with intimate care for children who have an intimate care plan.

### **SUPPORT FOR THE TEACHER**

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour through high boundaries and high warmth.
- To undertake classroom administrative tasks including reporting significant learning observations during continuous provision on the Tapestry app.
- To provide ideas, resources and learning strategies for lessons.
- To liaise with parents, carers and outside agencies, where appropriate.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

### **SUPPORT FOR THE SCHOOL**

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the school's appropriate person with regard to the ordering supplies and equipment.
- Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

### **SUPPORT FOR THE CURRICULUM**

- To be familiar with the content of the EYFS curriculum at St Anne's and St Joseph's Roman Catholic Primary School.
- To assist in the delivery of appropriate programmes and interventions.
- To support the use of ICT in learning activities.

### **ADDITIONAL**

- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

**NOTE:** In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

## TEACHING ASSISTANT 3 (EYFS)

### PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
<b>Qualifications and Training</b>		
Level 3 qualification or above in Early Years or Childcare (e.g., CACHE, NVQ, Diploma) as indicated on the DfE qualifications list <a href="https://www.gov.uk/government/publications/early-years-qualifications-list-uk-only">https://www.gov.uk/government/publications/early-years-qualifications-list-uk-only</a>	E	A / C
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	A / C
<b>Knowledge and Experience</b>		
Experience of working with children	E	A / I
Experience of working in an Early Years classroom environment	D	A / I
Experience of Administrative work	D	A / I
Experience of supporting pupils with SEND	D	A / I
Knowledge of classroom roles and responsibilities	E	A/I/R
Knowledge of the concept of confidentiality	E	A/I/R
Knowledge of Early Years Foundation Stage (EYFS)	E	A/I/R
Ability to make high quality observations and link them to EYFS outcomes to plan next steps to enhance learning	D	A/I/R
Understanding of how young children learn best	E	A/I/R
Understanding of attachment theory and attachment/trauma informed	D	A/I/R
<b>Skills and Abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard	E	A / I
Ability to relate well to children with a nurturing and patient approach with consistency in high boundaries and high warmth	E	A / I
Creative, flexible and responsive to children's interests	E	A/I
Physically active and willing to work outdoors in all weather	E	A/I
Reflective and committed to continuous improvement	E	A/I/R
Ability to work as part of a team	E	A / I
Good communication skills	E	A / I
Skilled in promoting language development in a playful way through high quality interactions	D	A / I
Ability to relate well to parents/carers	E	A / I

Ability to supervise and assist pupils	E	A / I
Time management skills	E	I
Organisational skills	E	A / I
First Aid certificate	D	A / C
Administrative skills	E	A
Good numeracy and literacy skills	E	A / I / T / R
Ability to make effective use of ICT	E	A
Ability to assess children's development	E	A / I
Ability to plan and deliver work programmes	E	A / I
Flexible attitude to work	E	I
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to equality and diversity	E	A / R
Commitment to health and safety	E	A / R
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
Prepared by:	HR Advisor	Date: June 2026

## EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

## ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## TEACHING ASSISTANT 3 (EYFS)

### HOW TO APPLY

If you would like to find out more about the position, please contact Mr Jamie Robinson on 01254 233019 or [n.mellors@sasj.lancs.sch.uk](mailto:n.mellors@sasj.lancs.sch.uk).

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