

**Empowering futures:
for a better tomorrow**



Join us at Kenton Primary School as a Teaching Assistant within our Pre- School/Reception Class.

13 hours per week / 39 weeks per year.

Working hours: 08:30-15:30 (with a 30-minute unpaid break) Mondays and Fridays

Fixed-term contract – 12 months

First impressions last. Join us in a role where your smile could change a day.



Proud to be part of
IVY 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 and inclusive education for our pupils.

At Kenton Primary School you will find a vibrant, close-knit community where children lie at the heart of every decision. As part of our team, you will have the opportunity to join our hardworking and dedicated staff team as they work together to provide the best possible outcomes for all children.

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

The role: Teaching Assistant within our Pre-School/Reception Class

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 seeking a dedicated and compassionate **Teaching Assistant within our Pre-School/Reception Class** to join our team. This role involves working closely with the class teacher to provide **one-to-one support for individual pupils**, including those with Special Educational Needs and Disabilities (SEND), and when possible, supporting small groups across a range of abilities and curriculum areas.

What makes us special

Kenton Primary is a small, friendly school with big heart. We believe in creating a happy, inclusive environment where children are encouraged to be curious, confident and kind. As part of our team, you'll be surrounded by laughter, creativity, and the occasional glitter explosion!

We're looking for someone who:

- Has experience with working with children, particularly those with SEND (desirable).
- Has a Level 3 EYSF key worker qualification
- 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:

- Provide tailored 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 – make 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 22.9%
- A part-time, term time only contract working 39 weeks per year
- Ongoing professional development

How to apply

If you'd love to help create a calm and caring atmosphere where children thrive – we'd love to hear from you.

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.

To learn more about the school please visit: [Kenton Primary School](#)

The closing date for applications is **Friday 30th January at 9am**, Interviews will be held week commencing **2nd February**.

If you have any questions about this opportunity, please contact us via your account on my new term or at recruitment@ivyeducationtrust.co.uk

We're totally 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 references that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Job description

Post title:	Teaching Assistant within our Pre-School/Reception Class
School:	Kenton Primary School
Working hours:	13 hours per week, 08:30-15:30 (with a 30-minute unpaid break) Mondays and Fridays / 39 weeks per year.
Salary grade:	Scale 3 (5-7) £25,583-£26,403 pa full time equivalent
Contract type:	Fixed-term contract – 12 months
Responsible to:	Head of School / Executive Headteacher

Role Description

To work as part of the Nursery/EYFS team under the direction of the Leader for Early Years. To provide safe, high-quality education and care for young children which meets the individual needs of children attending the setting. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people in line with local and national requirements.

Duties:

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- To help to set up for the start of each session and to help tidy away at the end of the session.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- To administer and support intimate care which includes the changing of nappies and supporting children with toileting accidents.
- To work in partnership with parents/carers and other family members.
- To advise the appropriate member of staff of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe.
- To support mealtimes within the setting.
- To actively participate at team meetings, supervision meetings and appraisal meetings.
- To attend training courses as required and to take responsibility for personal development.



- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.

Health and Safety

- Undergo a 12 hour Pediatric First Aid training (Ofsted compliant).
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with 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 Performance Management process - evaluating and improving own practice.

Primary School - school improvement

- To support the achievement of the school improvement plan 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 Trust/School'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.



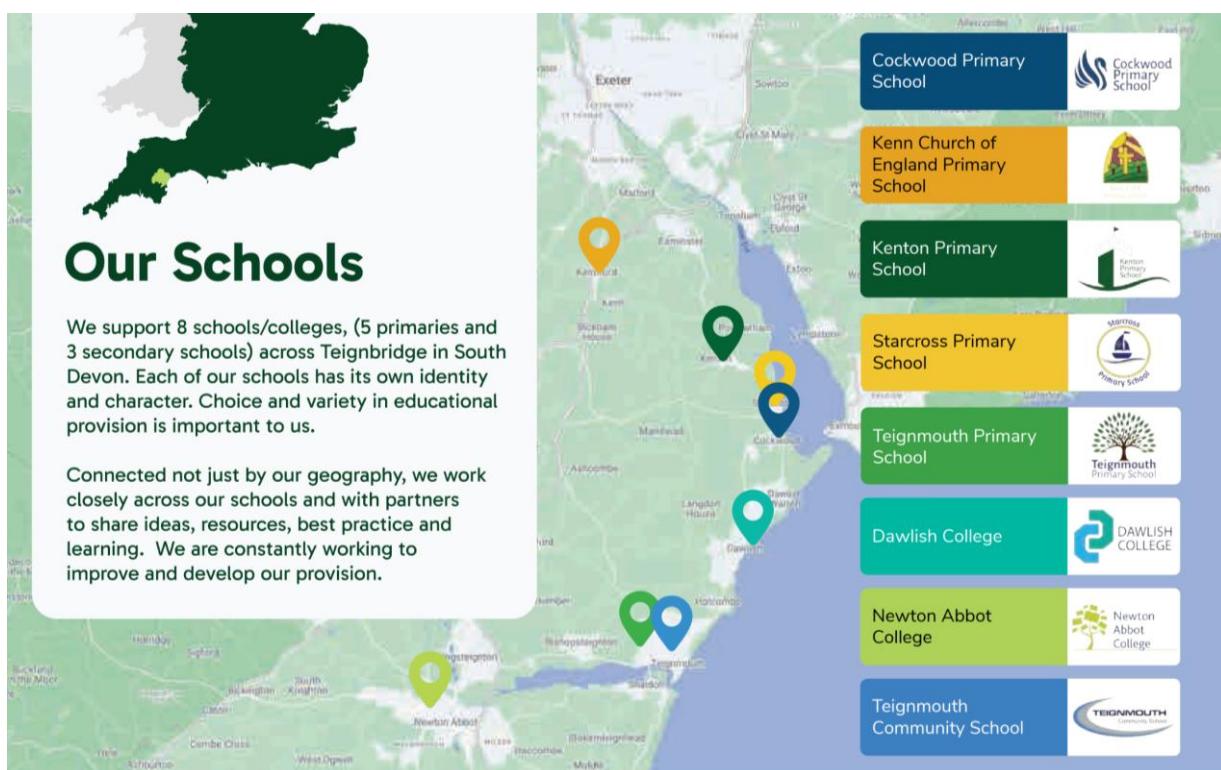
Person specification

Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Qualifications:			
Level 3 EYSF key worker qualification (A)		✓	
First aid training, or willingness to undergo training (A)			✓
Experience:			
Previous experience of working with children (A,I)		✓	
Experience of working in a Primary School (A,I)			✓
Knowledge:			
Knowledge and understanding of the importance of safeguarding children (A,I)		✓	
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 all areas of the curriculum (I)			✓
Skills:			
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 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.

