

St Thomas More Catholic Primary School

Oxford Road Kidlington OX5 1EA



Headteacher: Mrs Julieann Exley

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Website: www.st-thomas-more.oxon.sch.uk

Location: St Thomas More Catholic Primary School

Responsible to: Headteacher – Mrs Julieann Exley & EYFS LEAD

Salary: £10,287 per annum (Term Time Only plus 5 INSET Days)

Job Purpose

This is an exciting opportunity to begin a rewarding career in Early Years education while working towards a Level 3 Early Years Educator qualification.

As a Nursery Teaching Assistant Apprentice, you will support the learning, development, and care of children aged 2–4 years within our Outstanding Nursery provision. You will work alongside experienced practitioners to provide a safe, nurturing, stimulating, and inclusive environment where every child can thrive.

You will develop valuable skills and knowledge in child development, early education, safeguarding, and supporting children's learning through play, helping to give every child the best possible start in life.

Key Responsibilities

Working under the direction of the Nursery Teacher and Early Years Team, you will:

1. Support the delivery of high-quality learning experiences in line with the Early Years Foundation Stage (EYFS) Framework.
2. Assist in planning, preparing, and setting up engaging activities that promote children's learning and development.
3. Support children in their play, learning, and daily routines, encouraging independence and confidence.
4. Observe children's progress and contribute to assessments, learning journeys, and records of achievement.
5. Help to create a safe, caring, and stimulating environment that meets the individual needs of all children.
6. Promote children's social, emotional, physical, and communication development.
7. Support positive behaviour and help children develop good relationships with their peers and adults.
8. Assist with children's personal care needs, including toileting, handwashing, and promoting good hygiene practices, where appropriate.
9. Supervise and support children during snack times, lunchtime, outdoor learning, and other activities throughout the day.
10. Build positive relationships with parents, carers, colleagues, and external professionals.
11. Attend staff meetings, training sessions, and apprenticeship learning activities as required.
12. Assist in maintaining high standards of care, safeguarding, health and safety, and hygiene throughout the nursery environment.
13. Help care for and maintain nursery resources, equipment, and learning environments.

Chair of The Board of Directors: Mr Paul Concannon

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Providing outstanding education for our children with 'The Joy of the Gospel' at its heart

14. Adhere to all school policies and procedures, including safeguarding, confidentiality, equality, and health and safety requirements.
15. Be fully aware of emergency procedures, security arrangements, and safe collection arrangements for children.
16. Undertake any other reasonable duties appropriate to the role as directed by the Nursery Teacher, Early Years Lead, or Headteacher.

Apprenticeship Requirements

The successful candidate will:

- Be enthusiastic, caring, and passionate about working with young children.
- Have a willingness to learn and develop professionally.
- Commit to completing the Level 3 Early Years Educator Apprenticeship, including off-the-job training and self-directed study.
- Demonstrate excellent communication and teamwork skills.
- Be committed to safeguarding and promoting the welfare of children.
- Support and uphold the Catholic ethos and values of St Thomas More Catholic Primary School.