



New Longton All Saints' C of E Primary School & Little Saints Nursery



Team Member Recruitment 2024



Guided by God's Light, we aim to Experience, Enjoy and Excel

A Letter from the Headteacher:

Dear Colleague,

Thank you for your interest in the post of Teaching Assistant in our new and exciting Nursery setting, Little Saints, and supporting our nursery children in Oaky's club wrap-around care.

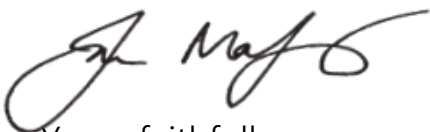
New Longton All Saints' is a forward-looking, inclusive school with a friendly, hard-working and supportive staff who are committed to teamwork and self-development, dedicated to enabling our pupils to realise their full potential guided by our values and faith. Our pupils are happy, caring, polite and enthusiastic and we are immensely proud of them.

We are looking for a hardworking, innovative and dedicated teaching assistant and nursery practitioner to join our team and help us in giving our children the best education available both in our nursery setting and in our before and after school club. This exciting role will be crucial in giving our children the best possible start to their educational journey and the successful candidate will be an integral part of our nursery team which is overseen by our EYFS Lead. First and foremost, we are looking for a nurturing, driven and hardworking practitioner. If you feel that you have these attributes, we encourage you to arrange a look round and chat to me or our deputy head, Mrs Urey as well our EYFS lead, Miss Clarke.

Further details about our school are available on the website:

<https://newlongtonprimary.school>

If you share our vision and believe that you have the necessary skills, determination and enthusiasm to join our team, then I encourage you to come and see our school for yourself. Please telephone the school office on 01772 613470 to make an appointment with me and I would be delighted to show you around and answer any questions you may have.



Yours faithfully,
James Maloney



**New Longton
All
Saints'
Cof E Primary
School &
Nursery**



New Longton All Saints' C of E Primary

A letter of welcome from the Governing Board of the school

An exciting opportunity has arisen to be part of the newly formed Little Saints Nursery team in our successful village school, which was judged to be 'Good' in its last Ofsted inspection. As a Church of England School, we endeavour to ensure that a Christian perspective informs all aspects of life. This is reflected in our promotion of Christian beliefs and Gospel values throughout the whole curriculum.

The successful candidate must be committed to embedding and promoting the Christian and family ethos of the school, forming strong relationships with children, staff, parents, governors and the local community.



We are looking for a highly-motivated and forward-thinking practitioner with a clear drive to support our school improvement, who is keen to learn and grow in our supportive environment.

We wish to appoint an outstanding and conscientious EYFS & Nursery TA who can demonstrate that they can build on the relationships within the school, through teamwork, dedication and high-quality practice.

Our school is well-maintained and resourced, providing an excellent working environment. The children are happy and motivated with parents who are committed to supporting their children and all aspects of school life. With an energetic and passionate governing body and a hard-working staff team, we offer the opportunity for you to continue your successful career and to establish yourself as a leader of learning within our wonderful village setting.

Dan Cleary

Interim Chair of Governors

On behalf of the Governing Board of New Longton All Saints' C of E Primary School





**Experience,
enjoy
and excel.**



New Longton All Saints' C of E Primary School

Job Description for a TA2a Post (EYFS) & Oaky's Club (EYFS wrap around care)

TERM TIME ONLY 30hrs p.w.

Areas of Responsibility and Key Tasks:

GENERAL DUTIES

To work under the guidance and supervision of the EYFS Lead and SLT
To care for and educate the children who attend Little Saints modelling our ethos and expectations.
To be responsible for the safeguarding, welfare and Health & Safety of all the children who attend.
To keep and maintain accurate records as required by SLT including registers, child development profiles, learning journeys and weekly records.
To work as part of the team in delivering the ethos, values and overall principles of our Nursery and School.
To ensure that care is a high priority to lead by example establishing and maintaining professional relationships with families and colleagues.

POLICY AND CURRICULUM

To understand the key documents for EYFS and our school's policies and procedures for EYFS and the wider school, such as safeguarding & equality.
To be an active member of a team, involved in planning and implementing a suitable range of activities for the children in your care.

PERSONAL / PROFESSIONAL DEVELOPMENT

To show a positive attitude to appraisal and career development.
To be keen to develop your own personal practice and actively looking for ways of improving the experience for the children.
To be motivated, highly professional and confidential in all areas of the position, demonstrating initiative, commitment and enthusiasm.

TRAINING AND DEPLOYMENT

To play a role in any staff training, as requested by the EYFS lead or SLT.
To undertake staff appraisal and supervision sessions.
To attend and play an active role in team meetings and training sessions.
To ensure your CPD is completed in line with targets and kept up to date.
To play a role in the induction of newly appointed staff by welcoming, informing and supporting new members of your team playing a part in explaining, monitoring and demonstrating all daily procedures and practices.

SAFETY OF PREMISES AND SYSTEMS

To ensure that all cleaning schedules and health and safety procedures are regularly and accurately completed.
To organise and co-ordinate meal and snack times - ensuring appropriate standards of health, safety and care are met.
To ensure the administration of medicines and first aid is in line with company procedures effectively informing and communicating with parents relating to any matters arising from accidents or medical issues.
To ensure that your area is well maintained, organised and that any defects are reported promptly to the EYFS Lead/SLT so that appropriate actions are taken regarding repairs or the need for attention.

New Longton All Saints' C of E Primary School Person Specification

The applicant will be required to safeguard and promote the welfare of children and young people.

Note: Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process. The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

Post Title – Teaching Assistant EYFS - Level 2(a)	
Requirements	Essential (E) or Desirable (D)
Qualifications NVQ level 3 or above qualification – Must be EYFS Qualified See link here Grade 4 GCSE: English/Literacy and Mathematics/Numeracy	E E
Experience Experience of working with nursery aged children in an Early Years environment Experience of the EYFS for children from 3-5 years Experience of supporting vulnerable children and their associated needs and behaviours	E E D
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to Level 3 EYP standard Ability to nurture, relate and engage positively with children Ability to effectively deliver short group learning activities Ability to work as part of a team Effective communication skills Ability to communicate well and develop excellent working relationships with parents and carers Ability to adapt activities to the needs of the children Excellent time management and organisational skills Knowledge of classroom roles and responsibilities within EYFS Understanding the need for confidentiality Paediatric First Aid Certificate Ability to complete administrative tasks effectively Knowledge of Early Years Foundation Stage and the planning and assessment of learning. Good numeracy and literacy skills Ability to make effective use of technology (Tapestry) Flexible attitude to work	E E D E E E E E D D E D E E E

Other	
Commitment to uphold and model the values and Christian distinctiveness of our school at all times	E
Commitment to undertake CPD in relation to the role and the development plan of the school	E
Commitment to safeguarding and protecting the welfare of children and young people	E
Satisfactory attendance record/commitment to regular attendance at work	E
Prepared by J. Maloney (Headteacher) June 2024	
Note: We will always consider your references before confirming a job offer in writing	

Visits to our school are warmly recommended so that you can see us first-hand.

All relevant information is available on our school website and we encourage candidates to visit it.

It can be reached via the link below:

<https://newlongtonprimary.school>



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