



# Archbishop Runcie Church of England (VA) First School

**Be courageous; be strong.**

**Do everything in love.**

1 Corinthians 16:13-14

## **EYFS Fixed Term Support Assistant post (Level 3, Grade N4)**

The Governors of Archbishop Runcie Church of England VA First School wish to appoint a part time Level 3 support assistant, fixed-term, from 4<sup>th</sup> January 2022 – 22<sup>nd</sup> July 2022.

We are a welcoming Church of England school with happy, well behaved and highly motivated children and a dynamic, passionate and hardworking staff team. We have high expectations of ourselves and the children. Parents are highly supportive of the school.

This is an exciting opportunity to work as part of our supportive EYFS team to further advance our Nursery class. It will be an opportunity to play a full part in the continued development of our vision for all our children to become confident, secure, caring individuals who flourish through our ambitious and creative curriculum. The role is fixed term until the end of summer 2022.

This post is suitable for an experienced Teaching Assistant and/or someone with a good level of qualification. A willingness to cover Breakfast Club (from 7:45am) and/or After School Club (until 5:15pm), when needed, would be an advantage. This post is N4, 32.5 hours per week (term time only), 8:30am-3:30pm, 5 days per week. The postholder will be expected to be flexible and work additional hours to meet the needs of the school where required.

We are looking for an ambitious and meticulous team member who will go the extra mile for the benefit of the school community.

The successful candidate will set high standards for themselves, the school and our children. S/he will have a positive outlook and will be excited at the prospect of working as part of a small team where everyone "mucks in".



Applications can be submitted until midday on Friday 26<sup>th</sup> November. **Please note that we will be considering applications upon receipt and inviting shortlisted candidates to interviews, on a rolling basis, as soon as possible.** If a successful appointment is made before the closing date, the advert will close and no further applications will be considered. The school website will be updated if the status of the advert changes.

**The successful candidates will:**

- \* have experience of supporting learning in EYFS
- \* have a passion for creating a purposeful learning environment
- \* have experience of delivering group learning sessions, including recent experience of a systematic synthetic phonics programme
- \* have successful, recent experience of supporting teaching and assessing learning in Early Years
- \* work positively with parents and families and be willing to participate in all aspects of school life
- \* have high expectations of children's achievements and behaviour
- \* be flexible and work collaboratively and successfully as team members
- \* support the vision and Christian ethos of the school

Application packs can be downloaded from the school website (<https://archbishop-runcie.eschools.co.uk/website>). Completed applications should be accompanied by a covering letter and sent electronically directly to Mrs Massey, Head Teacher, via email ([kate.massey@archbishop.newcastle.sch.uk](mailto:kate.massey@archbishop.newcastle.sch.uk)). **Applications will be considered as they are received in order for us to appoint as soon as possible.** CVs will not be accepted.

Archbishop Runcie CE (VA) First School is committed to safeguarding and promoting the welfare of children; we expect all staff and volunteers to share this firm commitment. As such, an enhanced Disclosure and Barring Service (DBS) check will be undertaken alongside other relevant employment checks deemed appropriate.

Longlisted candidates will be asked to submit a short recorded task. Shortlisted candidates will then be invited to undertake a range of tasks and a formal interview at a later date. Due to the ongoing COVID-19 pandemic, these dates and timescale are subject to change. If necessary, we will contact you directly.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. We look forward to receiving your applications.

