St John's
CE Primary School

The Sycamore Church of England Trust
Grow together, Learn forever

Recruitment Pack
Early Years Educator – L3 Teaching Assistant – come and join in the fun!





Closing Date: 23rd November 2026
Shortlisting Date: 27th November 2026
Interview Date: 2nd December 2026

Early Years Educator

Grade: 7 Scale Point 7
Contract: Permanent
Required From: ASAP

The Sycamore Church of England Trust are seeking to appoint an Early Years Educator (L3 Teaching Assistant EYFS) to St John's CE Primary School.

You will be based in our nursery at St John's (although Trust wide working may be required). Our nursery is a vibrant and fun place which welcomes children at the very start of their learning journey. Children find warmth, welcome and a wealth of opportunities in our setting and you will become an important part of their experience.

Ofsted inspected our school in June 2026 and said about Early Years: *Children in the early years are excited to introduce themselves and each other to visitors to their school. They find awe in the world around them. Leaders have designed an early years curriculum that is ambitious for all. They are determined that children in the early years get off to a positive start. Leaders have prioritised training for early years staff to support them in their roles.*

You will be working with a teacher and a L2 Early Years Educator in our nursery which has morning and afternoon sessions for up to 24 children. We have a wonderful outdoor area plus access to a field and other outdoor spaces. Carol Kennett, our Nursery teacher is an experienced practitioner and leads a team who create magical moments where children can learn about the world, themselves and each other. Our EYFS Lead is Zoe Hignett, our Reception teacher and she supports the nursery as do the Senior Leadership Team at school who regularly pop in to read stories, chat to children and join in activities.

We know that in our community many children are growing up without all the experiences we would wish for them; this makes our nursery essential in helping children have a positive start in life.

We are looking for someone who will know the importance of nursery in setting children on the right path educationally and emotionally and who will approach this role with a wider sense of moral purpose and who is passionate about the difference a good Early Years experience can make.

For an informal chat regarding the role please contact Mrs Tracey Cansdale, Headteacher on 0161 723 1078.

Closing Date: Monday 23rd November 2026
Shortlisting Date: Friday 27th November 2026
Interview Date: Wednesday 2nd December 2026
Start Date: Monday 4th January 2027

Job Description	
Post Title	Early Years Educator (L3 Teaching Assistant)
Responsible to:	Headteacher
Location:	St John's CE Primary School, Radcliffe Trust wide working may be required.

Main Purpose of the Role

Our Early Years Educator will work with our Nursery Teacher, EYFS Lead and other EYFS colleagues to provide a high-quality early education and care to children. Early years educators follow the Early Years Foundation Stage (EYFS) requirements set by government for the learning, development, and care of children from birth to 5 in both indoor and outdoor environments.

You will be responsible for ensuring a safe and secure environment for children's learning. You will help to ensure that the learning environment and provision is inclusive and supports all children, and demonstrate a clear understanding of equality, diversity, and inclusion. You will teach and facilitate children's learning through play and then use your observation, assessment, and planning to support progress and children's development. You will act as a key person for children within EYFS.

You will have interactions with children, parents, carers, colleagues, and wider multi agency professionals such as health visitors, early help services, social workers, and speech and language therapists. This includes supporting children with SEND. You will promote pupils' independence, self-esteem and social inclusion. You will give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Special Conditions of Service

Staff may be deployed at other schools within the Trust, should the need arise.

Job Description

Fulfil the core responsibilities of an Early Years Educator. This will include:

1. Support children's learning and development through applying knowledge of pedagogy and the observation, assessment, and planning cycle.
2. Develop secure and supportive relationships with children and families as the key person for children in their care, advocating for those children.

3. Provide respectful and responsive physical and emotional care to children, promoting health and wellbeing.
4. Work with key individuals in children's lives (for example parents, families, and carers) to improve all children's outcomes and wellbeing.
5. Work in partnership with other organisations and agencies to support children's learning, development, health and wellbeing.
6. Support the implementation of change to improve practice.
7. Initiate and engage in continuous professional development, underpinned by reflective practice.
8. Ensure compliance with child protection and safeguarding legislation, policies, and procedures.
9. Work in ways that promote and support equality, diversity, and the inclusion of all children, respecting their social and cultural context.
10. Ensure compliance with Health and Safety legislation, policies, and procedures.
11. Use technology to record and update information for example observations, assessments, reports, risk assessments, and safeguarding concerns.
12. Promote and engage in children's play. Support all children to create and adapt the environment to reflect their interests and enable their learning and development.
13. Ensure legal requirements of statutory frameworks are met within policy, procedure, and practice.

Specifically:

SUPPORT FOR THE PUPIL

- Assist with the development and implementation of Individual Education Plans where these are needed.
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact with others and work cooperatively with others and engage all pupils in activities.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

SUPPORT FOR EYFS COLLEAGUES

- Establish and maintain an appropriate learning environment inside and outside with the other staff.
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.

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- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records in agreed format with the EYFS lead, contributing to reviews of systems/records as necessary.
- Undertake recording and marking of pupils' work and accurately record achievement/progress.
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Liaise sensitively and effectively with parents/carers as agreed with the EYFS lead within role/responsibility and participate in feedback sessions/meetings with parents under teacher's direction.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil learning styles and individual responses/needs.
- Implement local and national learning strategies eg literacy, numeracy, effectively utilising all alternative opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support eg., curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

- Assist in the training and development of classroom support staff including supervision of volunteers, trainees.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims/work of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required

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- Recognise own strengths and areas of expertise and use these to advise and support others.
- Act as a cover supervisor, supervising whole classes occasionally during the short-term absence of teachers. Maintain good order and keep pupils on task. Respond to pupils' questions and generally assist pupils to undertake set activities.
- Undertake planned supervision of pupils out-of-school hours learning activities where these are an agreed part of your role eg. Breakfast club.
- Supervise pupils on visits, trips and out of school activities as required.
- Be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Corporate Responsibilities

All employees of The Sycamore CE Trust have a responsibility for, and must be committed to, safeguarding, and promoting the welfare of children and young people and for ensuring that they are protected from harm.
In addition, we expect all employees to:

- Be aware of, support and contribute to the ethos and values of the Trust.
- Recognise your own strengths and areas of expertise and use these to support and advise others.
- Participate in training and other learning activities and performance development as required.
- Familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- Comply with the Trust's Health and Safety requirements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed.

Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

Person Specification Qualifications, Knowledge, Skills, and Experience	Essential	Desirable
Relevant L3 Qualification specific to the job title (checked against the UK Government Qualifications for EYFS practitioners)	X	
Current Paediatric First Aid (PFA) Certificate	X	
Substantial experience of working with children of EYFS age within an educational setting.	X	
Experience of the successful use of behaviour management strategies.		X
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	X	
Ability to promote a positive ethos and role model positive attributes	X	
Ability to build effective working relationships with all pupils and colleagues	X	
Ability to adapt own approach in accordance with pupil needs	X	
Ability to work with children at all levels regardless of specific individual need and learning styles as appropriate	X	
Very good personal numeracy and literacy skills	X	
Working knowledge and general understanding of principles of child development, learning styles and independent learning	X	
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation	X	
Understanding of inclusion especially within a school setting	X	
Experience of resources preparation to support learning programmes	X	
Can use ICT effectively to support learning		x

Person Specification Qualifications, Knowledge, Skills, and Experience	Essential	Desirable
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	x	
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	x	
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	x	
Able to improve their own practice through observations, evaluation and discussion with colleagues	x	

Reference	Essential	Desirable
Positive recommendation in professional references	X	
Professional reference without reservations		X

Safeguarding	Essential	Desirable
Sycamore CofE MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants	X	

Job Description prepared by:	**Sign**: Tina Powell	**Date**: Nov 26
Agreed correct by Postholder:	**Sign**:	**Date**:
Agreed correct by Supervisor/Manager:	**Sign**:	**Date**: