



SOUTH LEE PREP SCHOOL & NURSERY
BURY ST. EDMUNDS



EYFS TEACHING ASSISTANT



NURTURE



ACHIEVEMENT



COMMUNITY



COMMUNICATION



ZEST



AUTHENTICITY

MESSAGE FROM THE HEAD



Dear Applicant,

Thank you for your interest in the role of EYFS Teaching Assistant at South Lee Prep School and Nursery.

South Lee is a warm, vibrant and forward-thinking school where every child is known, valued and encouraged to flourish. We are proud of our nurturing environment where curiosity is celebrated, individuality is embraced and children are supported to become confident and independent learners. Our aim is to help each child grow not only academically but personally, learning to ask questions, think deeply and develop resilience, kindness and a strong sense of self.

This is a full-time, permanent position, term time, from 8.00am to 4.30pm, Monday to Friday.

I hope this information pack gives you a clear sense of what makes South Lee such a special place to work and learn. I very much look forward to receiving your application.

Best Wishes,
Sarah Catchpole
Head
South Lee Prep School & Nursery



SOUTH LEE PREP SCHOOL & NURSERY

South Lee is an independent day school and nursery, dedicated to the growth and development of boys and girls aged three months to thirteen years. We offer a vibrant and nurturing environment that fosters curiosity, care and a love of learning. Every child is encouraged to achieve their full academic potential as they prepare for the next stage of their educational journey.

Our staff are central to all we do. The teaching team at South Lee is not only highly skilled, but also deeply committed to the wellbeing and progress of every pupil. Through a balance of structure, inspiration and challenge, our teachers nurture each child's individual strengths and guide them as they grow in confidence, character and independence.

At the heart of South Lee is a shared belief in the importance of recognising and celebrating the unique talents of every child. Our aim is to help pupils become not only accomplished learners, but also kind, resilient and thoughtful young people.

We warmly invite you to discover the welcoming and inclusive atmosphere that defines our school. We encourage you to explore the achievements of our pupils, which reflect the strength of our values and the quality of our provision. We would be delighted to welcome you to South Lee and share with you the purposeful, caring and aspirational environment we are proud to offer.



KEY FUNCTIONS OF AN EYFS TEACHING ASSISTANT

SUPPORT FOR PUPILS

- Develop a positive and supportive relationship with pupils
- Be aware of the individual needs pupils
- Supervise and provide particular support for pupils, particularly those with special needs, ensuring their safety and access to learning activities
- Have high expectations and promote self-esteem and independence
- Provide feedback to parents in relation to their child's daily care and progress

SUPPORT FOR THE ROOM

- Have a sound knowledge and/or experience of the EYFS
- Use strategies, to support pupils
- Planning of learning activities
- Monitor pupils' responses to learning activities and accurately record progress as directed
- Establish constructive relationships with parents/carers
- Take responsibility for the logging information on Tapestry
- Assist/Lead Forest School sessions

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities adjusting activities according to pupil age.
- Undertake programmes of intervention, recording achievement and progress and feeding back to the Nursery Manager
- Support the use of ICT in learn
- Display and presentation of learning cues and pupils work inside and outside of the classroom environment ,as required

SUPPORT FOR THE SCHOOL

- Undertake training and CPD as required
- Be able to cover other lessons in the event of staff absence in Pre Prep and EYFS
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, at times, outside of her working hours.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality



JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS

Essential

- Excellent knowledge of child development
- The ability to communicate effectively both orally and in writing
- Good personal organisation e.g. time management
- Ability to work independently and as part of a team
- Ability to show initiative in a range of situations
- Ability to work with tact and diplomacy
- Ability to interact positively with pupils, parents and colleagues
- Experience of planning as part of a team
- Be warm and caring towards the children.

Desirable

- Excellent I.C.T. skills

PERSONAL QUALITIES

Essential

- Confidence, warmth, sensitivity, reliability, flexible and enthusiasm
- Ability to communicate effectively with children and young people
- Good interpersonal skills

EQUAL OPPORTUNITIES

Essential

- Commitment to equality of opportunity for all, regardless of gender, disability, religion, and ethnic origin



EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING

Essential

- NVQ Level 3 or equivalent in Early Years
- Good numeracy and literacy skills, preferably to GCSE Grade 4 minimum or equivalent
- Ability to use ICT effectively

Desirable

- A paediatric first aid qualification (Training will be given)
- Minibus licence(Training will be provided for this)
- Swimming teacher
- Forest School leader

EXPERIENCE

- Good understanding of school and nursery policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- Good understanding of the Early Years Curriculum and the related assessments
- Good understanding of child development and learning.

Desirable

- Experience of working in a Reception Class



WORKING WITH US

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- Free school lunches
- Auto-enrollment in a contributory pension scheme
- School fee remission
- Free parking available
- Free Gym sessions
- An additional 4 weeks holiday (when comparing to State schools)

APPLICATION PROCESS

Applicants can find the application form and other details on our school website:

<https://www.southlee.co.uk/work-with-us>

- Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made.
- All applications should be sent to recruitment@southlee.co.uk
- For reasons of safer recruitment, please be aware we do not accept or review curriculum vitae. In order to progress your application, we will require a completed South Lee Prep School Application Form.
- It is our policy that we request employment references for all short-listed candidates prior to interview.
- Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.
- Candidates should be aware that in line with Keeping Children Safe 2024, we will conduct online searches for shortlisted candidates.



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