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**Candidate Pack**

**EY Teaching Assistant**

**(temp for 1 year)**

**Sept 2025**

**Proud to be part of**



Dear Applicant,

Firstly, thank you for your interest in the post of EY Teaching Assistant at Marlfields Primary School.

Our school is a very happy and warm place to learn and work and we are looking for a new, experienced head to support our senior leaders, staff and school community to provide an ambitious and visionary curriculum offer to every child we have the privilege of educating.

Our school is an improving school who became a member of the Children First Learning Partnership in April 2025. This membership will provide our school with the additional capacity, expertise and support it requires whilst allowing us to remain as a school with our own unique identity and agreed autonomy. The successful applicant will be on the Executive Board of the MAT and will be responsible for ensuring the strategic plans for the school are implemented effectively. In return, you will be fully supported and professionally developed by an experienced CEO and highly professional centralised team of staff. Please visit [www.childrenfirstlp.org.uk](http://www.childrenfirstlp.org.uk) for further information about the Trust.

**The Trust Vision:**

The Children First Learning Partnership is a community of schools in which our children come first; we are proud of each and every one of them and want them to thrive, flourish and achieve their full potential within a supportive and caring environment.

The vision of the CFLP is to be one of the highest performing and constantly improving Trusts in the country with capacity and capability to support others for the benefit of all children

**The Trust Values:**



As a Local Advisory Board we are keen to appoint an enthusiastic and experiences EYFS Teaching Assistant who can work effectively within our strong EYFS team.

We envisage the successful candidate will join Marlfields in September 2025, therefore applications must be received by **9am on Wednesday 9th July 2025.**

Please take a look through the candidate pack, which includes the full job description and person specification, as well as further information about our school.

We look forward to meeting you soon

Yours faithfully,

Mrs C Sleath

Headteacher

**School Vision-**

To promote a culture of high expectations, where students have a **passion** for their own education are encouraged and **determined** to aspire to their personal goals showing confidence, independence, **individuality** and resilience on their journey. Where the curriculum is fulfilling, **enjoyable** and challenging. Assisted by a fair, supportive and equal pastoral system where pupils well-being is paramount and secure and where lives are enhanced by opportunities, successes and rigorous emotional support culminating in**respect** for each others’ learning journey

*Working together to achieve our best*

**School Values**

At Marlfields Primary Academy we strive for excellence in all we do in school and in the wider community.

We provide a place where all can achieve their potential; develop their mind; be creative and cultivate their interests.

**School Structure ( 30 PAN)**

*Foundation Stage*

* Nursery
* Reception

 *Key Stage One & Key Stage Two*

* Single classes

Current numbers of PP - 71 pupils

Current numbers of SEN - 7 pupils

**Important Information**

**Key Stakeholders**

**Ofsted**

The latest Ofsted results and report can be found here:

<https://reports.ofsted.gov.uk/provider/21/140895>

**Details of Post: Temporary Fulltime Teaching Assistant Post in EYFS.**

Marlfields Primary School is seeking to appoint an enthusiastic and experienced temporary full time (term time plus insets) Teaching Assistant to work within our EYFS team. Your role will be based in both our nursery and reception class and will include working with children with additional needs.

You must be experienced in working with EYFS children in a school setting and would ideally hold a level 3 qualification or equivalent.

You will need to demonstrate:

• Your ability to work as part of a very enthusiastic team

• Commitment, flexibility and energy

• Excellent behavioural management skills

• A knowledge of the EYFS curriculum and assessment

• To be willing to undertake suitable training for your own professional development.

Your responsibilities will include:

• supporting the teacher in the development and implementation of intervention programs

• promoting positive behavioural management strategies

• providing support to pupils to achieve learning goals including those with additional needs

• supervising pupils for a particular curriculum activity under the guidance of a qualified teacher

• assisting the teacher with the planning of learning activities

• assisting with the day to day routines of a classroom

• assisting the teacher in monitoring pupils’ responses to learning activities and accurately record achievement/progress as directed.

We are a friendly, relaxed and happy staff who look forward to welcoming a new member to our team.

**Application Process**

Candidates must submit the following for the attention of Mrs C Sleath, Headteacher.

1. **ONE PAGE** Letter of Application
2. Application Form

Deadline for application is **9am** on **Wednesday 9th July 2025**

Email to sbm@marlfields.cheshire.sch.uk

The following is an anticipated timeline of our proposed recruitment process:

|  |  |
| --- | --- |
| Activity | Timeline |
| Application deadline  | 9am Wednesday 9th July 2025 |
| Shortlisting | Wednesday 9th July 2025 |
| Interview  | Week commencing 14th July 2025 |
| Appointment | September 2025 |

It is envisaged that the decision on appointment will be made within 24 hours of the interview / assessment.

Any offers made will be subject to a full DBS check, fitness to work and suitable references.

Visits to our school are actively encouraged where further details about the post can be discussed if necessary. Please contact the school office to arrange a visit on 01270 633120. If you have any questions please do not hesitate to contact the us by email on sbm@marlfields.cheshire.sch.uk

We look forward to receiving your application.

Yours sincerely

Mrs C Sleath

Headteacher