



Enquire Learning Trust Application Pack
Teaching Assistant Level 3 – Early Years

Job Reference: ELTSEP2617



Godley Community Primary Academy
Saint John's Drive
Godley
Hyde
SK14 2QB
Tel: 0161 368 3162

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The Enquire Learning Trust



We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England: Northeast Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.



Godley Community Primary Academy

At Godley Community Primary Academy, we are proud to nurture and educate children from the community of Godley and Hyde. Our vision is simple yet powerful: "Believe to Achieve - Shine Together." Our mission, "Delivering excellence in a happy and nurturing learning environment", guides everything we do, from the classroom to the playground and beyond.

We are seeking a caring, enthusiastic and highly motivated Teaching Assistant Level 3 with an Early Years qualification to join our Nursery team. This is an exciting opportunity to play a key role in supporting the learning, development and wellbeing of our 3 to 4-year-old children, helping to create a stimulating, inclusive and nurturing environment where every child can flourish.

The successful candidate will be passionate about Early Years education and understand the importance of learning through play. They will be committed to supporting children to develop confidence, independence and a lifelong love of learning. Working closely with teachers and colleagues, they will contribute to high-quality provision that supports all areas of the Early Years Foundation Stage (EYFS) curriculum.

As proud members of the Enquire Learning Trust, one of the country's leading primary multi-academy trusts, we benefit from being part of a forward-thinking network of schools committed to collaboration, innovation and continuous improvement.

At Godley, we have created a nurturing environment where learning is meaningful, staff are dedicated and children thrive. We believe children learn best when they feel safe, supported and encouraged to explore, take risks and develop resilience. Our Nursery provides engaging indoor and outdoor learning opportunities that inspire curiosity, creativity and communication.

We place great importance on working closely with parents and carers, recognising the vital role they play in children's development and wellbeing. Together, we support children to achieve their full potential and develop the skills they need for a successful start to school.

Our staff are dedicated, hardworking and committed to serving our community. We warmly welcome applications from individuals who share our values and passion for giving children the very best start to their educational journey.

Mrs Suzanne Clawley-Welton, Principal, warmly invites you to visit and experience our wonderful academy for yourself.

S L Clawley-Welton

Principal

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Job Title: Teaching Assistant Level 3 in Early Years
Reference Number: ELTSEP2617

Salary Scale Range: NJC SCP 7 - 12

Contract Type: Permanent

Start Date: Monday 2nd November 2026

Location: Godley Community Primary Academy, St Johns Drive, Godley, Hyde, SK14 5LY

Working Hours: 30

Working Weeks: 38.8

Working Arrangements: Monday to Friday from 07.30am to 1.30pm Monday to Friday, working term-time only

About us

The successful candidate will join a team of Teaching Assistants committed to raising standards and providing quality support to the teaching and learning agenda.

Godley Primary is an exceptional place to work and as part of the Enquire Learning Trust, we offer excellent professional development opportunities and effective working partnerships between our schools.

About the role

We are seeking a skilled, enthusiastic and dedicated Teaching Assistant to join our friendly and supportive Early Years team, working within our Nursery provision.

This is an exciting opportunity to support the learning, development and wellbeing of our youngest children. Working closely with teachers and other professionals, you will help to create a nurturing, stimulating and inclusive environment where every child feels valued, develops confidence and reaches their full potential.

The successful candidate will support high-quality learning through play, promote children's independence and curiosity, and contribute to the delivery of an engaging Early Years curriculum. Further details can be found in the job description and person specification.

What we are looking for

We are seeking to appoint a highly motivated and energetic professional who:

- Is qualified at Level 3 with a qualification specialising in Early Years
- Has experience of working with Early Years children
- Is an optimist and is committed to working in a team environment
- Can use their initiative and steps in to assist where needed, anticipates challenges and takes proactive steps to resolve them
- Is willing to undertake First Aid Training
- Is caring, compassionate and dedicated to making a difference
- Is highly organised and has a positive attitude towards their role

What we can offer

- Enthusiastic and supportive colleagues who value collaboration and shared learning, making a skilled and happy team
- A strong culture and commitment to professional development through a comprehensive CPD programme within school and across our Trust
- Ongoing support and training from the Trust Site Team
- Polite, motivated children who are eager to learn and aspire to be responsible citizens
- Membership of a *relevant pension scheme*
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Lifestyle savings

For more information, please contact:

Mrs Stephanie Darnbrough (Academy Business Manager) either by phoning 0161 368 31262 or by email: s.darnbrough@godleyprimary.co.uk

Visits to the school are warmly welcomed and can be arranged by contacting the school office.

How to apply You can apply for this position by visiting [The Enquire Learning Trust](#)

Closing date and time: Friday 9th October 2026

Interview Date: Interviews will be held on Monday 12th October 2026

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations

Further information about our Academy can be found on www.godleyprimary.co.uk

Further information on our Trust can be found on [**www.enquirelearningtrust.org**](http://www.enquirelearningtrust.org)

Role – Teaching Assistant Level 3 (EYFS Nursery)

The successful candidate will be committed to creating a safe, nurturing and inclusive environment where every child can thrive, whilst demonstrating a strong commitment to safeguarding and promoting the welfare of children.

The primary responsibility of the role is to support the learning, development and wellbeing of children aged 3 to 4 years within our Nursery provision. Working closely with the class teacher and Early Years team, you will help to deliver high-quality learning experiences in a safe, stimulating and caring environment.

We are seeking a strong candidate with experience of working in an Early Years setting and a secure understanding of the EYFS. You will support children's learning through play, contribute to observations and assessments, maintain accurate records of children's development, and document learning journeys using the Family app. Working collaboratively with colleagues, you will help to ensure that every child is supported to achieve their full potential.

A Level 3 Early Years qualification is essential. The successful candidate will be caring, enthusiastic, flexible and committed to providing the very best outcomes for every child. Excellent communication skills are essential, including the ability to build positive relationships and communicate professionally with parents and carers.

Main Duties

Support for Children

- Support the delivery of high-quality learning and care in line with the Early Years Foundation Stage (EYFS), maintaining high standards of safeguarding, wellbeing and confidentiality.
- Build positive, nurturing relationships with children, acting as an excellent role model and promoting high expectations for learning and behaviour.
- Support children's learning and development through a balance of child-initiated and adult-led activities, both indoors and outdoors.
- Promote an inclusive environment where all children feel safe, valued, respected and able to participate fully.
- Recognise and respond to individual children's needs, interests and stages of development, supporting them to achieve their full potential.
- Encourage independence, resilience, confidence and positive self-esteem through everyday interactions and learning experiences.
- Support children's personal care, health and hygiene needs whilst maintaining their dignity and promoting independence.
- Observe, assess and record children's progress, contributing to planning that supports children's next steps in learning and development.
- Supervise and support children throughout the nursery day, including mealtimes, transitions and outdoor learning, ensuring their safety, wellbeing and enjoyment.

Support for the Teacher

- Work closely with the class teacher and Early Years team to create a safe, stimulating and engaging learning environment.

- Support the planning, preparation, delivery and evaluation of high-quality learning experiences that meet the needs of all children.
- Lead and support small-group and individual learning activities as directed by the teacher.
- Contribute to ongoing assessment through observations, evidence gathering and accurate record keeping.
- Support the development and maintenance of high-quality indoor and outdoor provision.
- Prepare, organise and maintain resources to enhance children's learning experiences.
- Communicate professionally and sensitively with parents and carers, sharing information as directed by the teacher.
- Support the smooth day-to-day organisation of the nursery and contribute positively to the wider Early Years team.

Support for the Curriculum

- Deliver learning experiences that support all areas of the Early Years Foundation Stage (EYFS).
- Promote children's communication and language, literacy, mathematics, physical development, and personal, social and emotional development through meaningful interactions.
- Adapt activities, resources and approaches to meet the individual needs of all learners, including those with SEND and EAL.
- Encourage curiosity, creativity, exploration and problem-solving through purposeful play.
- Support children to develop independence, self-care skills, confidence and positive learning behaviours.
- Use observations and assessments to identify children's next steps and contribute to future planning.
- Use technology and learning resources effectively to enhance learning and development.
- Contribute to the continuous improvement of nursery provision and the learning environment.

Support for the School

- Contribute positively to the ethos, values and wider life of the school and Enquire Learning Trust.
- Always safeguard and promote the welfare of children, following school policies and statutory guidance.
- Promote positive behaviour and support children in developing self-regulation, confidence and respect for others.
- Support inclusion, equality and diversity, ensuring every child can access learning and participate fully in nursery life.
- Work collaboratively with colleagues, parents, carers and external agencies to support children's learning, development and wellbeing.
- Attend meetings, training and professional development activities as required.
- Administer basic first aid and report accidents, concerns and incidents in accordance with school procedures.
- Help maintain a safe, calm and welcoming environment during all nursery activities and routines.

General Requirements

The postholder must hold a recognised Level 3 Teaching Assistant qualification or equivalent, together with a full and relevant Level 3 Early Years qualification recognised by the Department for Education.

Knowledge and Skills

- Good knowledge and understanding of the Early Years Foundation Stage (EYFS).
- Understanding of child development and how children learn in the early years.
- Knowledge of safeguarding procedures and responsibilities.
- Experience of observing, assessing and recording children's progress.
- Ability to build positive and effective relationships with children, parents, carers and colleagues.
- Strong communication, interpersonal and organisational skills.
- Ability to work effectively both independently and as part of a team.
- Commitment to inclusion, equality of opportunity and high expectations for all children.
- Ability to maintain confidentiality and exercise professional discretion.
- Meet the requirements of Enquire Learning Trust's Professional Standards for Teaching Assistants.

Additional Responsibilities

Safeguarding

All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff and adults within School, as well as members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their role.

Health and Safety

All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

Data Protection

The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulations. Confidentiality must be always maintained.

PERSON SPECIFICATION

POST TITLE: Teaching Assistant Level 3 – Early Years
GRADE: NJC 7 to 12

PERSON SPECIFICATION

Quality of Successful Candidate	Essential	Desirable	Assessed at Application/Interview
Qualifications and Training			
Full and relevant Level 3 Early Years qualification recognised by the Department for Education	X		A/I
Willingness to participate in relevant training and development opportunities	X		A/I
Pediatric First Aid Certificate		X	A/I
Knowledge and Experience			
Proven experience of working with children in an Early Years setting		X	A/I
Good knowledge and understanding of the Early Years Foundation Stage (EYFS)	X		A/I
Understanding of child development and how young children learn through play	X		A/I
Experience of supporting children with a range of needs, including SEND	X		A/I
Knowledge of safeguarding procedures and responsibilities relating to children	X		A
Experience of contributing to planning and delivering learning activities	X		A/I
Ability to support children's personal care, health and wellbeing needs	X		A/I
Understanding of GDPR and data protection		X	A/I
Good ICT skills, including the use of Microsoft		X	A/I

Office and online learning/recording systems			
Personal Qualities and Attributes			
Ability to build positive and nurturing relationships with children	X		A/I
Commitment to safeguarding and promoting the welfare of children	X		A/I
Ability to work effectively as part of a team and use initiative when required	X		A/I
Strong communication and interpersonal skills	X		A/I
Ability to create and maintain positive relationships with parents, carers and colleagues	X		A/I
Strong organisational skills and attention to detail and a proactive approach to problem-solving	X		A/I
Enthusiastic, caring and committed to supporting children's learning and development	X		A/I
Ability to maintain confidentiality and exercise professional discretion	X		A/I
Flexible and able to respond to the changing needs of the nursery environment	X		A/I

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