



Enquire Learning Trust Application Pack

Level 3 Teaching Assistant – Early Years and Key Stage 1

Reference Number: ELTJUN2651

High Clarence Primary Academy
Port Clarence Road
TS2 1SY

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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; North East 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 of 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 of 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.

High Clarence is a small primary school situated in Port Clarence, Stockton.

Our school values are at the heart of our school; Happiness, Ambition, Resilience, Healthiness and Respect and they are reflected in all that we do.

High Clarence is a great place to work. Staff wellbeing isn't a token gesture at High Clarence – taking care of each other is who we are. And, as part of the Enquire Learning Trust, we offer exceptional professional development opportunities and effective partnership working.

Our aim is that High Clarence Academy is a safe and nurturing place, where all children, staff and visitors feel welcome and valued and believe that together we can achieve anything. Children learn best when they are happy and confident and we want every child to achieve the very best they can. We encourage them to challenge themselves and to be proud of all their achievements.

We offer a personalised approach to teaching and learning. Our curriculum is engaging and exciting. It is designed to interest the children and meet their needs so that all children are keen to come to school and keen to learn.

We know that children learn best when parents and school work closely together and we value your support to ensure every child has the very best opportunity to succeed. We look forward to working with you.

The Academy will endeavour to raise the achievement and aspirations of every child through our 5 school values.

Happiness: We have a strong emphasis on happiness in school and this is encouraged at a personal, class, school and community level.

Ambition: We have the highest expectations of ourselves and others, and foster self-belief and pride in our community.

Resilience: Children's resilience and hunger for learning leads to celebrated success.

Healthiness: We show positive attitudes towards mental health, thinking positively and staying healthy. Fitness is not only physical health, but also mental health.

Respect: We are polite, kind, tolerant of others and show empathy for all members of the community.

School works with the community in order to help children and their families encompass the values of spiritual, social, moral and cultural development. Through ensuring effective teaching of SMSC, school will actively promote the fundamental British values of democracy, the rule of law, individual liberty, mutual respect of and tolerance of different faiths, cultures and beliefs, including those of no faith.

Safeguarding is a strong feature in school and ensures everybody works together for the well-being of the children and their families.

Our future lies in our youth; in nurturing an educated, engaged, caring and empowered generation of young people.

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

HIGH CLARENCE ACADEMY (THE ENQUIRE LEARNING TRUST)

Job Title (Teaching Assistant Level 3) Early Years and Key Stage 1
Reference Number:



Working Hours: 30

Working Weeks: Term Time Only + 3 PD Days

Salary Scale Range: Grade NJC SCP 12-17

Contract Type: Fixed Term

Start Date: 1.9.2026

Location: High Clarence Primary Academy, Port Clarence Road, TS2 1SY.

About us

High Clarence Academy is a small primary school situated in Port Clarence, Stockton.

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About the role

We are looking for a suitably qualified and experienced teaching assistant to join our friendly and caring team to work within our EY and KS1 provision on a daily basis, supporting the children to learn through play and exploration.

The role will include supporting learners, by working with them in the classroom, delivering small-group sessions and working 1:1 with SEND children.

What we are looking for

The successful applicant must be reliable and adaptable, have positive attitudes and be able to engage actively in a wide range of activities. The successful candidate will need to show good levels of initiative.

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

- Is qualified at Level 3 with an Early Years specific qualification
- Has successful experience working in an Early Years and KS1 setting
- Has successful experience working with children with SEND needs
- Is committed to working in a team environment
- Is caring, compassionate and dedicated to making a difference
- Is highly organised and has a positive attitude towards work

What we can offer

Membership of – Tyne and Wear Pension Fund in partnership with Teesside Pension Fund

Opportunities for development and progression

Employee Assistance Programme provided by Health Assured

Cycle to Work Scheme

Lifestyle savings

Working arrangements

8.45 a.m. – 3.15 p.m., Monday to Friday

For more information, please contact (*Sue Wastell, Academy Business Manager,*
s.wastell@highclarenceacademy.org 01642 561237

Visits to school are welcome please contact the school office on 01642 561237 to arrange.

How to apply

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

Closing date and time: Monday, 13th July 2026

Interview Date: Thursday, 16th July 2026

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**



JOB DESCRIPTION

Post Title:	Level 3 Teaching Assistant – Early Years and Key Stage 1
Grade:	NJC SCP 12-17
Location/Base	High Clarence Primary Academy
Reporting to	Reception Teacher

1. Job Purpose

To support the delivery of high-quality teaching and learning for children in Early Years and Key Stage 1, helping to create a safe, engaging, and inclusive environment where all pupils can develop academically, socially, and emotionally. The Teaching Assistant works closely with the class teacher to provide targeted support, promote positive behaviour, and help meet the individual needs of all learners, including those with additional needs, ensuring every child is encouraged to reach their full potential.

2. Main Duties

- Assist and deliver learning programmes in context of the Statutory Framework for the Early Years Foundation Stage and Key Stage 1 curriculum ensuring standards of safe practice and confidentiality by developing a high quality, consistent service that enables every child to make progress and supports them to learn, develop and be healthy and safe.
- Provide a secure foundation, delivering challenging learning and development opportunities that are planned around the needs and interests of each individual child, including children with diverse and complex needs that are reviewed and assessed regularly to measure progression.
- Work in partnership with parents, carers, other settings, colleagues and partner agencies to identify areas of need, including the Early Help Strategy, signpost/refer to supportive services and engage families in their children's learning and development, ensuring the sharing of information.
- To support teaching and learning in EYFS and KS1 by implementing planned learning activities and programmes, adapting them to meet pupils' needs and responses; applying national and local strategies such as literacy and numeracy; promoting the effective use of ICT to develop pupils' independence; providing specialist support to help pupils access learning; and preparing, maintaining, and managing appropriate resources and equipment.
- Ensure that the environment promotes and provides equality of opportunity, reflects diversity and supports anti-discriminatory practice to meet the needs of all children and their families, ensuring they are included and supported.
- Follow the academy policies and procedures to ensure highest standards of safe practice and confidentiality, in accordance with Keeping Children Safe in Education guidelines and procedures for working together.
- To ensure standards are maintained, which include health and safety, hygiene and general cleanliness of room and equipment.
- In relation to children's learning, seek-out and maintain appropriate training.
- To attend, participate and contribute to regular staff meetings, training, supervisions and appraisals.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

3. 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 particular 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 within our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

Customer Care

Enquire Learning Trust are committed to providing the very best and delivering a Focused service to our customers. All staff employed within the organisation are expected to treat pupils and staff with respect at all times during their contact throughout services we provide.

PERSON SPECIFICATION

POST TITLE: Teaching Assistant Level 3 – EY &KS1

GRADE: (NJC 12 – 17)

Qualifications/Training	Essential/ Desirable	Method of Assessment
Valid Level 3 qualification specialising in Early Years	D	Application, Interview
Appropriate experience in an Early Years and KS1 setting	D	Application, Interview
Willingness to participate in relevant training and development	E	Application, Interview
Basic Food Hygiene Certificate	D	Application, Interview
Experience		
Recent and relevant experience of working with two-year old children within an EY setting	D	Application, Interview
Experience of working within the EYFS statutory framework and KS1 national curriculum	E	Application, Interview
Experience in different EYFS and KS1 settings	D	Application, Interview
Experience with both EY and KS1 children	D	Application, Interview
Skills and knowledge		
Good knowledge of child development to support children's learning, development and care	E	Application, Interview
Understanding of key worker systems and record keeping	E	Application, Interview
Ability to relate well to children and adults	E	Application, Interview
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	Application, Interview
Ability to build effective working relationships with all pupils and colleagues	E	Application, Interview
Ability to promote a positive ethos and role model positive attributes	E	Application, Interview
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	E	Application, Interview
Ability to adapt own approach in accordance with pupils needs	E	Application, Interview
Experience of resource preparation to support learning programmes	E	Application, Interview
Excellent communication and listening skills	E	Application, Interview
Be able to maintain confidentiality	E	Application, Interview
The ability to manage behaviour of children in a positive and supportive manner	E	Application, Interview
Knowledge of safeguarding and Keeping Children Safe in Education.	E	Application, Interview
Equal Opportunities and recognising the nature of the diverse school community	D	Application, Interview
Understanding of basic technology – computer, video, photocopier etc	D	Application, Interview
Working knowledge of relevant policies/codes of practice/legislation	D	Application, Interview

Attitude and Impact		
Calm, friendly, approachable and professional manner	E	Application, Interview
Flexible	E	Application, Interview
A commitment to working as part of the whole school team and supporting the vision and aims of the school	E	Application, Interview
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E	Application, Interview
Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E	Application, Interview
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	E	Application, Interview
Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning	E	Application, Interview
Able to improve their own practice through observations, evaluation and discussion with colleagues.	E	Application, Interview
Personal		
Enhanced DBS clearance	E	Pre-employment check
Eligible to work in UK	E	Application, Interview

**High Clarence Primary Academy
Port Clarence Road
Stockton
TS2 1SY
Principal: Mrs Nicola Caraher
Telephone: 01642 561237
Email: highclarence@highclarenceacademy.org**

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