



The Paragon School

Post: Early Years Teaching Assistant

Reporting to:

1. Head of EYFS

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The Teaching Assistant has a key role in creating a nurturing and stimulating environment that fosters the cognitive, social, and emotional growth of the nursery children. This involves supporting the teacher in age-appropriate lesson plans, helping to implementing



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creative and engaging activities, and facilitating positive interactions among children. The role also includes embedding a sense of curiosity and a love for learning while promoting essential skills such as communication, problem-solving, and cooperation. Additionally, the TA will play a crucial role in helping to monitor and assess each child's progress, tailoring their approach to cater to individual needs, and collaborating with parents to ensure a holistic and supportive learning experience during these formative years.

The Squirrels Nursery

Squirrels Pre-School offers a very special start to a child's education. Nestled in the magical grounds of The Paragon School, we cater for 3 and 4 year olds, making learning an adventure by using our wonderful facilities to encourage the children's curiosity and creativity. A spacious classroom, walled play garden and beautiful grounds make for the perfect learning to stimulate young minds.

The Role

The Nursery Teaching Assistant will report directly to and be line-managed by The Head of EYFS. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The role is based predominantly at The Paragon School but travel to other locations may be required as part of wider Prior Park Schools work.

The main areas of responsibility are:

- To initially be key person to the youngest 'Pre-Pre' children as they begin their nursery journey ahead of their preschool year.
- Supporting the Head of EYFS in delivering activities that are age-appropriate and engaging for pre-schoolers.
- Help maintain a calm and nurturing environment assisting with behavioural management, transitions, and organisation.
- Monitor and supervise children during various activities, both inside and outside the classroom ensuring their safety and well-being.
- Provide additional support to those children that may need extra help or attention.
- Assist in the preparation of materials, learning aids, and other resources needed for lessons.
- Collaborate closely with the lead teacher to implement activities, share observations about key children's interests and contribute to the overall planning and implementation of the curriculum.
- Adhere to health and safety guidelines.
- Engage in professional development opportunities to enhance knowledge and skills.

These responsibilities may vary depending on the specific needs of the preschool, the teaching team and the individual classroom dynamics.

Line Management

The nursery teaching assistant has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

Professional Specification and Personal Attributes

The post holder will be patient and flexible within the preschool environment adjusting plans and approaches to meet the need of the children. They will be creative, coming up with engaging and age-appropriate activities to support the curriculum. It is crucial that the post holder is a team player, working closely with colleagues in the setting to create a cohesive and supportive learning environment. The post holder will be observant in recognising individual needs and adaptable to various challenges and unexpected situations. Being vigilant and proactive in ensuring a secure and safe environment is vital.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> Educated with a good basic education to GCSE level in literacy and numeracy, or the equivalent. Level 3 qualification in childcare. 	<p>Other childcare or SEND qualifications</p> <p>QTS or approved Level 6 qualification.</p>
Experience	<ul style="list-style-type: none"> Experience in creating and maintaining a positive classroom environment. Experience in observing and accessing each child's development. Ability to work as part of a team, collaborating with colleagues and support staff. 	<p>Previous experience of working in a school or other educational establishment.</p>
Knowledge	<ul style="list-style-type: none"> A thorough understanding of the EYFS Statutory guidance and curriculum. Knowledge of the stages of Child Development. Knowledge and skill in clear communication both with children and parents. 	<p>Familiarity with educational technology tools and resources to enhance learning experiences for preschoolers.</p>
Skills and competences	<ul style="list-style-type: none"> Being attentive and responsive to children's needs and concerns and actively listening to their thoughts and ideas. Excellent level of interpersonal skills to enable liaison with staff and external organisations. Excellent organisational skills An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships. 	<p>Experience of assessing children's progress and documenting their achievements.</p> <p>Competence in maintaining open and effective communication with parents.</p>



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	<ul style="list-style-type: none">• A flexible attitude towards duties and working patterns to fulfil the requirements of the role	
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Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the Teaching Assistant can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays), access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.