

Job Advert – Teaching Assistant (EYFS)

Cannon Park Primary School is seeking to recruit a highly enthusiastic, motivated and caring teaching assistant to support a children in Early Years. This is provisionally a full-time permanent role.

Cannon Park Primary School is a popular, thriving school. The happiness, well-being and achievement of each child is our main concern and we believe that every child can achieve and succeed in reaching their full potential. We provide a safe, vibrant and energetic environment with very high standards and expectations of conduct and discipline. There is a genuine caring ethos with a focus on our school values of teamwork, respect, integrity, enjoyment and discipline, which are lived and breathed by pupils and staff.

We are looking to appoint someone who:

- is a hard-working individual;
- is kind and caring;
- will model our school values of teamwork, respect, integrity, enjoyment and discipline;
- has high standards for themselves and others;
- will work effectively with our existing strong team;
- has experience of supporting children with SEND, including autism;
- has a thorough understanding of safeguarding;
- will promote positive relationships with parents, carers and our extended school community.

Cannon Park Primary can offer you:

- a strong supportive staff, who are passionate about the school;
- kind and caring children, who are highly motivated and well behaved;
- parents and carers, who work in partnership with the school;
- committed governors, who are actively involved in the strategic leadership of the school;
- good levels of progress and high standards of achievement;
- a dedicated and supportive leadership team.

Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check with effect 1 September 2022, please note, an online search may form part of this recruitment process. Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. All appointments will be subject medical clearance and excellent references.

How to apply:

Please apply using the online application form ensuring you outline your skills, abilities, and experience in line with the key areas on the advert and Job Description and Person Specification

Application forms will can be viewed in TribePad <https://jobs.coventry.gov.uk/app/user/dashboard> if you wish us to upload a manual application form in addition to the online form, please supply this.

Please contact Craig Wood, the school business manager, if you have any questions or if you would like a tour of the school. cwood@cannonpark.coventry.sch.uk

Closing date: Friday 20th March 2026

Interview date: Week commencing 23rd March 2026

The post full time, permanent.

Job Description – Teaching Assistant (EYFS)

Pay scale	Grade 3 Term-time only; 39 weeks
Job Purpose	To support the classroom teacher in Early Years with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs, as directed.
Key Responsibilities	
<p>Under the direction and control of the classroom teacher or designated supervisor:</p> <ol style="list-style-type: none"> 1. You will be required to assist and support Classroom Teachers with the education of children in the school. 2. Support children with SEND, under the supervision of the Class Teacher. 3. Support children and groups with the full range of curriculum activities and use of ICT as appropriate under the direction of the Class Teacher. 4. Assist with tasks in respect of classroom activities as required, maintaining classroom supplies and general classroom duties such as photocopying, filing. 5. In collaboration with Class Teachers ensure classrooms and other teaching areas are kept in a tidy state, equipment and materials are stored correctly. 6. Prepare, display and mount work set out equipment/materials. 7. Make and maintain teaching aids and equipment, for example, undertake simple repairs of books and equipment. 8. Meet regularly on both a formal and informal basis with class teachers and/or year terms. 9. Provide physical care and attention for personal needs, including care of children who are sick. 10. Liaise with teachers and other staff at the school to obtain, exchange and record information on individual children. 11. Assist Class Teachers in preparing and supervising outings and visits and, if required, helping to organise out of school functions, such as outings, Summer Fairs and open evenings. 12. Assist Class Teachers in supporting volunteer helpers and students in the classroom. 13. Attend staff meetings as necessary. 14. Assist supply staff with the daily classroom routines as determined by the Class Teacher. 15. Attend and participate in relevant meetings as required. <p>Any other duties and responsibilities within the range of the salary grade.</p> <p>All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.</p> <p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.</p> <p>Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)</p>	
Safeguarding	
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Person Specification – Teaching Assistant (EYFS)

Essential	Desired	Experience, knowledge and skills
✓		An understanding of the needs and characteristics of young children
✓		Some understanding of child development and the way children learn
✓		An understanding of the role adults play in children’s education
✓		An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate easily with people from minority groups, people with disabilities
✓		To assist children on an individual basis, but also work as part of a team
✓		To support children in their learning needs, including children with Special Needs
✓		To be able to liaise effectively with others
✓		To communicate clearly in speech and writing
✓		To have good competency skills in Maths and English, e.g. be able to spell, use a PC etc
✓		To work with guidance, but under limited supervision
✓		To have good organisational skills
✓		To be able to explain tasks simply and clearly
✓		To be willing to be involved in professional development and to attend courses
✓		To be able to deal with sick children
✓		To be able to deal with tasks such as toilet accidents
✓		To be able to move equipment if necessary
✓		To be able to lift children if necessary
✓		To be able to accept authority and supervision and respond appropriately
✓		To be able to adapt to changing role requirements
✓		To be able to put up attractive displays around school (this may involve using ladders)
✓		Experience of supporting pupils with challenging behaviour
	✓	Experience of supporting children in Early Years
	✓	Knowledge of the EYFS framework
		Personal Qualities
✓		To be supportive, patient and caring
✓		To be able to deal with situations calmly and efficiently
✓		To follow our school values of teamwork, respect, integrity, enjoyment and discipline