Be all you can be
Hayes School

EARLY YEARS TEACHING / NURSERY ASSISTANT

(Two Year Old Provision)

Level 3 desirable - Early Educators are encouraged to apply

(PERMANENT)

Salary Grade: NJC Scale Point 3 – **£25,614 FTE (pro rata - actual £18,276)**

Hours: 30.83 hours per week, 39 weeks per year (paid pro rata)

About Hayes School

Hayes School has a deep vision and passion for learning, and supporting children to "be all they can be". We are committed to high quality teaching for all our children and believe that creativity is at the heart of education. Join us in exploring what learning can be like and help us develop the most exciting environment possible.



We are delighted to be extending our vibrant school community by launching "Tiger Cubs"; a brand-new, dedicated care provision specifically for two-year-old children. We believe that a child's educational journey starts with high-quality early years care and we are looking for an enthusiastic, nurturing, and dedicated Early Years Teaching / Nursery Assistant to help shape this exciting new provision. Working within our school environment offers a unique opportunity to build strong, seamless transitions for our youngest learners as they grow into our Nursery and Reception classes.

As a core member of our early years team, you will establish a warm, secure, and stimulating environment tailored to the unique developmental needs of two-year-olds.

The Role

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Key Responsibilities:

- Deliver high-quality care and learning experiences aligned with the Early Years Foundation Stage (EYFS) framework.
- Act as a Key Person to a small group of two-year-olds, building strong, trusting partnerships with parents and carers.
- Create a playful, language-rich environment that promotes physical, emotional, and social development.
- Observe, track, and assess children's progress, planning age-appropriate next steps.
- Ensure the highest standards of safety, safeguarding, and well-being at all times.



About You (Person Specification)

We are looking for someone who genuinely loves working with toddlers—someone who understands that learning at this age involves curiosity, messy play, and lots of reassurance.

Essential Criteria:

- Qualifications: Minimum Level 3 qualification in Childcare/Early Years (**or Level 2 with a commitment to working towards Level 3**).
- Knowledge: A solid understanding of child development for two-year-olds and the EYFS framework.
- Experience: Proven experience working with children under three years old in a registered childcare setting.
- Skills: Exceptional communication skills, a patient nature, and a proactive, collaborative approach to teamwork.
- Certifications: Paediatric First Aid certificate (or willingness to train immediately).

What We Offer

- A supportive, welcoming school team and an inclusive work environment.
- Excellent opportunities for professional development and training.
- Access to school facilities and local government pension/benefits schemes.
- The chance to be part of a brand-new project from the ground up.

How to Apply

To download an application pack, please visit our school website at https://hayes.torbay.sch.uk/Vacancies/

Please note that CVs alone will not be accepted; a full school application form must be completed.

If you decide to apply, please refer to the person specification when writing the application. We are looking for the 'right person' to fulfil the role and we believe that recruitment is not a science based entirely on tick boxes and therefore, would encourage you to apply if you feel you are the right person for our school. We would love to meet you.

Please e-mail (admin@hayes.torbay.sch.uk) or phone 01803 557336 to arrange a telephone call to discuss the position. **The closing date is Friday, 13th November 2026 at 12 noon**.

Safeguarding and Safer Recruitment Statement
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers to successful candidates are subject to safeguarding checks and lesson observation. An Enhanced DBS check will be carried out for the successful candidate.

Early Years Teaching / Nursery Assistant – Two Year Old Provision

Job Description

Line of responsibility

The Teaching Assistant is responsible to the class teacher and their Phase Lead; all members of staff are directly responsible to the Headteacher.

Job content

Supporting teaching and learning:

- Assist in planning and delivering activities aligned with EYFS
- Support children's development across all areas
- Observe and record progress
- Provide support to individuals and small groups
- Encourage independence and curiosity
- Prepare resources and maintain a safe environment
- Support transitions and supervise activities
- Contribute to the EYFS "2-Year-Old Progress Check", highlighting achievements and any areas where a child may need extra support.

Child Wellbeing and Welfare:

- Promote emotional, physical and social wellbeing
- Build nurturing relationships
- Support behaviour and confidence
- Assist with personal care needs respectfully and in accordance with the Intimate Care Policy

Safeguarding and Child Protection:

- Undertake all mandatory safeguarding training
- Follow safeguarding policies at all times
- Report concerns to the DSL immediately
- Maintain a safe learning environment
- Ensure confidentiality and professional boundaries in accordance with the school's confidentiality policy
- Adhere to the school's sleep and rest policy

In accordance with our Healthy Eating Policy:

- Prepare and supervise snack times
- Supervise children during lunchtimes

Provide support to the class teacher for:

- Supervising and assisting pupils (1:1, in groups or whole classes) across a variety of activities, both inside and out.
- Contribute to planning evaluation and implementation.
- Develop, prepare and disseminate appropriate materials.
- Support and encourage the school's ethos, vision, objectives, policies and procedures as agreed by the governing body.
- To attend INSETs as required.
- Cover half an hour lunch as supervision or play-leader.

Supporting pupils' learning under the direction of the teacher including:

- Enabling children to become independent learners.
- Keeping records as requested by the teacher which directly link with the children's attainments or problems.
- Assisting in the management of pupils who are showing challenging behaviour in line with the school's behaviour policy.
- Undertaking any training as appropriate.

Other duties of an appropriate level and nature will also be required as and when requested by the Headteacher or line manager.



Early Years Teaching Assistant - Person Specification

	Essential	Desirable
Knowledge & Experience		
Deep understanding of the EYFS framework, particularly the prime areas.	X	
Solid knowledge of child development milestones for two-year-olds.	X	
Strong understanding of safeguarding and child protection procedures.	X	
Proven experience working directly with children under three years old in a registered setting.	X	
Experience delivering care routines (toileting, feeding, soothing).	X	
Evidence of formal Safer Sleep Training (such as certification aligned with The Lullaby Trust or NHS SIDS guidance) or a willingness to complete this training during induction.		X
Knowledge of how to support children with Special Educational Needs and Disabilities (SEND) at an early stage.		X
Experience as an Emotional Literacy Support Assistant (ELSA) and / or Thrive trained		X
Experience of working within a school-based nursery or early years setting.		X
Skills & Abilities		
Minimum Grade C GCSE in English and Mathematics		X
Level 3 Childcare qualification		X
Paediatric First Aid certificate (or willingness to train immediately)	X	
Warm, nurturing, and highly patient personality.	X	
Excellent communication skills (with both young children and adults).	X	
Ability to manage the physical demands of working with toddlers (lifting, kneeling).	X	
Ability to use digital learning journey platforms (eg Dojo)		X
Ability to use own initiative as well as work in a team environment	X	
Excellent communication and interpersonal skills	X	
The ability to use ICT effectively	X	
Ability to understand and carry out verbal and written instructions	X	
Required to participate in training and development as identified	X	
Understanding of policies including child safeguarding procedures	X	
Personal Qualities		
Commitment to achieving high standards	X	
Enthusiasm and a positive outlook	X	
Excellent attendance and punctuality	X	
Responsible, honest and reliable	X	
Good personal organisation	X	
A sensitive and caring manner with emotional intelligence	X	
Calm under pressure	X	
A sense of humour	X	

Application Process
You are asked to complete the application form on the school website at:
https://hayes.torbay.sch.uk/Vacancies/

Please email the completed application to Janet Morrell, School Business Manager at:
jmorrell@hayes.torbay.sch.uk by Friday, 13th November 2026 at 12 noon.