

**Job Vacancy at Cornerstone Academy Trust**

**Reception Teaching Assistant**

*Exmouth based*

We are seeking a Reception Teaching Assistant to join the Early Years team in our innovative and technology rich reception classes in Exeter. We are looking for someone with relevant experience of working with young children, who is enthusiastic about supporting and educating reception aged children.

You will benefit from a generous pension scheme, a health scheme, a cycle to work scheme and subsidised meals in our staff café with food cooked and served by our own chefs. Successful candidates will be provided with state-of-the-art IT equipment to help them fulfil their duties and we support all staff with an investment in their professional development through training and a good performance management process, where a bonus is payable to those who achieve highly.

You will collaborate as part of a large EYFS team across the schools in our trust and must be open to delivering a high-quality Early Years Provision which you will support in the planning and resourcing of. You will assist each day in the preparation of the learning environment inside and outside. The Trust uses the ReadWrite Inc scheme to teach Early Reading and Phonics and we train all our Early Years staff to implement this approach within our settings. Early Years staff are often responsible for overseeing the progress of a group of children and may be required to meet with parents regularly to report to them on the progress their child is making, through both online and in-person meetings. You will be required to maintain pupil records and carry out a range of administrative tasks to support the teaching staff.

Relevant experience of working with children and qualifications are required. You will need to have a willingness to attend CPD and familiarise yourself with the latest developments in the EYFS curriculum that the Trust is implementing.

The position is a permanent, full-time role, running from 8:00am to 6:00pm, Monday through to Friday. The full-time equivalent salary for this role starts in the region of £23,000 pro rata depending on age and experience. However, the actual salary based on the hours and weeks worked will be £25,400.

We look forward to receiving your application and hopefully meeting you as part of the recruitment process.

*This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:*

[*www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974*](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

*An enhanced Disclosure and Barring Service check is required for all our posts. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Please note online searches may be done as part of pre-recruitment checks.*