



## **Job description: Early Years Teaching Assistant**

**Role:** To provide assistance to children, teachers and families in order to ensure that the learning environment provides a safe and stimulating place where there is achievement for all.

### **Job details**

**Grade:** Grade 3 (Points 3 - 4)

**Salary:** Part-time £22,148 to £22,866 (FTE £28,617 to £29,025)  
(dependent on local government qualifying service)

**Location:** Drapers' Brookside Infant & Junior Schools

**Contract:** Permanent

**Working Pattern:** Part-time / Term Time + 5 days (39 weeks)

**Hours:** 32.5 hours per week

**DBS:** Enhanced

**Closing date:** 12.00 pm 5<sup>th</sup> January 2026

### **Main purpose**

To provide assistance to children, teachers and families in order to ensure that the learning environment provides a safe and stimulating place where there is achievement for all.

### **Key Responsibilities**

- To work with others and as directed to establish a supportive and nurturing environment.
- Ability to work with pupils from Early Years
- To support the classroom teacher and other colleagues.
- To help create an inspirational and purposeful learning environment.
- To maintain pupil and family confidentiality.
- To follow planning and assessment procedures so that all opportunities for progress are optimized.
  - To provide a role-model to children through well-mannered and respectful behaviour to others.

### **Learning Support**

- To assist the class teacher with whole class teaching.
- To carry out delegated tasks set by the class teacher.
- To assist the teacher with activities in the classroom.

- To plan, lead and facilitate small group teaching.
- To promote inclusion of and the highest aspirations for all pupils in the school.
- To support teachers in assessing the needs of individual children.
- To observe, record and feedback information on pupil performance. • To set up lessons and the classroom where required.
- To assist in creating materials for curriculum delivery and display boards.
- To support well-ordered and self-disciplined behaviour according to school policies.
- To assist pupils' social development, progress and achievement outside of the classroom.

### **Other Support**

- To undertake playground duties and support children during lunchtime.
- To assist pupils with dress/changing for activities/personal hygiene.
- To help with the care and welfare of pupils including toileting and wiping, washing and changing children as required
- To attend regular meetings and training, as required.
- To ensure that classroom stock is maintained and kept tidy and that resources are readily available.
- To carry out general administrative tasks such as photocopying, laminating, filing, and recording.
- To communicate and liaise with staff, students, parents, carers and governors.
- To work as part of a team with the teachers and assistants and the rest of the school staff. • To comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns.
- To cover additional duties for absent colleagues.
- To undertake training and development relevant to the post and in line with the school's priorities.
- To complete a paediatric first aid course and keep up to date.
- To undertake any other professional duties as set down in the School's pay and conditions of service document, and as directed by the Principal.

### **Person specification**

<b>CRITERIA</b>	<b>QUALITIES</b>	
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 Early Years Course qualification</li> <li>• Paediatric First Aid qualification</li> </ul>	E D
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within the EYFS</li> </ul>	D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>	D

	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Effective communication and interpersonal skills</li> </ul>	D D D
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for all pupils</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> </ul>	D D D D