



## Job Description: Early Years Teaching Assistant

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### Job Purpose

To support the Teacher in delivering high-quality early years education, ensuring a safe, nurturing, and stimulating environment. The role focuses on promoting children's learning, development, wellbeing, and welfare while adhering to safeguarding policies and procedures at all times.

This role will also include some supervision in the school's wrap-around care provision.

### Key Responsibilities

#### **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
- Supervise on trips and educational visits

#### **Child Wellbeing and Welfare:**

- Promote emotional, physical, and social wellbeing
- Build nurturing relationships
- Support behaviour and confidence
- Assist with personal care needs respectfully

#### **Safeguarding and Child Protection:**

- Undertake Level 2 Safeguarding Training
- Follow safeguarding policies at all times
- Report concerns to DSL promptly
- Maintain a safe learning environment
- Ensure confidentiality and professional boundaries

#### **In accordance with our Health and Safety and Food Safety Policies:**

- Prepare and supervise snack times
- Supervise children during lunchtimes
- Prepare food and supervise children eating in wrap-around care

#### **Collaboration:**

- Work professionally and respectfully with school staff

- Communicate with parents as required and appropriate
- Attend training and meetings as required

## Person Specification

### Essential:

- A full and relevant Level 3 Early Years qualification or above
- Experience with young children
- Knowledge of EYFS framework and guidance
- Safeguarding awareness
- A commitment to the safety and wellbeing of children
- A commitment to establishing the ethos and vision of our brand new school
- Strong communication skills

### Desirable:

- Paediatric First Aid certification
  - Allergy and Anaphylaxis Training
  - Food Hygiene Certificate
  - SEND experience
  - EAL experience
- (Training will be given)

## Safeguarding Statement

This role is subject to enhanced DBS checks and satisfactory references. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.