



JOB DESCRIPTION: TEACHING ASSISTANT With EYFS/SEND Specialism

NAME:

Teaching Assistant (EYFS/SEND Specialism)

ACADEMIC YEAR 2025-26

Key Responsibilities:

To ensure that safeguarding procedures and policies are understood and adhered to, and that the emotional and physical welfare of the children is kept of paramount importance.

To pro-actively model the high expectations of the school values and learning culture and to always adhere to the staff code of conduct.

To support effective learning experiences for small groups of children working outside of their age expectation.

Plan, monitor and assess children's learning and support.

Support for the Pupils/families

- Support with delivering planning and assessment of pastoral and learning support.
- Work with pupils, understanding how to motivate and encourage them to achieve and develop.
- Provide feedback to class teacher, Explorers group lead, SENDCo and pupils in relation to progress and achievement.
- To work with the SENDCo and other staff to develop and implement EHCP and SEND Support Plans.
- To understand the individual needs of children and promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage in all activities.
- To deal with minor incidents and the health and hygiene of children when necessary.

Support for the Teachers

- Within an agreed system of supervision, work with the class teachers to develop learning sessions and the learning environment.
- To feed back the achievements of pupils to colleagues through the agreed monitoring systems.
- To report on pupil achievements and adjust their work as necessary.
- To establish and maintain constructive relationships with parents/carers by:
 - supporting their role in pupils learning,
 - providing constructive feedback on pupil's progress and achievements
 - support home to school/community links.
- To deliver work in accordance with school policies.
- To be proactive in managing children's behaviour in accordance with the Behaviour policy, promoting self-control, independence and integration.



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- To complete photocopying, correspondence, data analysis, reporting, making phone calls etc.
- To accompany teachers and classes on educational visits as required/is appropriate
- To work with the class teacher Explorers group lead in dealing with finished work and preparing displays and filing work
- To work with small groups of children and to take responsibility for their learning.
- To take the lead for small groups of learners (Explorers Class) for short periods eg covering staff break times or short periods of staff sickness/training

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support inclusion and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with members of staff, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Contribute to the identification and running of school learning activities which consolidate and extend work carried out in class as appropriate.
- Be an active member of the mid-day support team, promoting healthy eating, physical emotional and social development of pupils and assisting as part of a team the setting up, serving, supervision and clearing of the lunchtime service.
- Where appropriate, be responsible for the provision and delivery of out of school learning activities for example, visits, clubs, extra-curricular activities within guidelines established by the school.
- Attend and participate in continuous professional development opportunities, and INSET training as required.
- To assist in the general care of the school environment.
- Assisting with children at the beginning and end of the day and on the playground as required.
- To attend meetings with line managers as required.
- To undertake the invigilation of tests if required.
- To contribute to and support wider school activities such as productions, festivals and summer fayres etc.

Support for the Curriculum

- Plan and deliver learning activities in line with school policies and adjust these where necessary for small groups or individuals as requested.
- Determine need for, select and prepare the use of specialist equipment, plans and resources necessary to both lead and support learning activities, considering pupils' interests, language and cultural backgrounds for individuals or small groups as requested.
- Establish and develop productive working relationships with pupils acting as a role model, maintaining high expectations and a culture of excellence.

SIGNED:

DATED: