



### TA3 Job Description- Early Years

This job description outlines the requirements and specification of the ideal candidate for the role of a TA.

TAs work under the guidance of teaching staff to support and encourage pupils to participate in learning and classroom activities and provide learning support to individuals and groups where necessary.

Employment details	
<b>Job title</b>	Teaching Assistant Grade 3
<b>Reports to</b>	<u><a href="#">Headteacher</a></u>
<b>Hours of work</b>	
<b>Salary</b>	£26,402.69-£31,021.92

- Take a lead role in planning and delivering high-quality, play-based learning opportunities in line with EYFS frameworks, under the guidance of the Nursery Manager and Early Years Leader.
- Act as a Key Worker for a group of nursery pupils, building strong relationships with families and supporting children's learning journey.
- Hold responsibility for key children's learning journals, progress tracking, parent discussions and transition information.
- Lead parent-key worker meetings where appropriate, sharing developmental information professionally and sensitively.
- Assist with Early Years trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff or supervise play-based and child-initiated learning.
- Supervise pupils' work and play and offer support where necessary.
- Provide administrative and clerical support to staff regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils and report these to the Nursery Manager and SLT where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.

- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.
- Any other duties as reasonably required.

### **Supporting the school**

- Contribute to the school Christian vision and values, promoting the school's Christian distinctiveness.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including break cover and at lunchtimes.

### **Teaching and learning**

- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Develop a secure knowledge of the learning support needs of individual pupils.
- Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Take a lead role in the planning, organising and implement personal support plans for students.
- Cover planned absence of teaching staff in line with trust policy.

### **Professional development**

- Participate in training and other professional development as required.

- Participate in professional development meetings with your line manager.

## TA person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Relevant Early Years Qualification</li> <li>• Paediatric First aid training</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Two or more GCSEs at grades 9 to 3</a> or equivalent, including English and maths</li> </ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of working with children.</li> <li>• Effective oral and written communication skills.</li> <li>• Demonstrable levels of numeracy and literacy.</li> <li>• The ability to remain calm under pressure.</li> <li>• The ability to work with pupils in a professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment.</li> <li>• Experience of working on a one-to-one basis.</li> <li>• Good organisational skills and time management.</li> <li>• Experience working with children and young people with additional needs.</li> <li>• Experience of record keeping and monitoring.</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Knowledge and understanding of classroom roles and responsibilities</li> <li>• An understanding of safeguarding in schools, although training will be given.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of legislation and statutory guidance specific to <a href="#">school type and phase</a>.</li> <li>• Knowledge of areas of legislation relevant to child protection and safeguarding.</li> <li>• Knowledge of relevant school policies.</li> </ul>

## Personal traits

### The successful candidate will be

- Able to work independently but also as part of a team.
- Punctual and professional.
- Able to maintain successful working relationships with colleagues.
- Reliable and able to be flexible in their approach to work.
- Positive and engaging.
- Able to plan and take control of situations.
- Empathetic to those who face barriers to their learning.
- Patient with pupils who take longer to understand information.

## Additional requirements

### The successful candidate will have

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organisation.