



LIGHTHOUSE
MULTI ACADEMY TRUST

EYFS Teaching Assistant Level 3

Reporting to:	Headteacher
Liaising with:	Staff, parents, pupils, other agencies, and professionals
Grade/Salary:	Grade 5 SCP 9 - 17
Hours of work:	32.5 hours per week
Location:	Barcroft Academy

Core Purpose

To work under guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This includes supporting pupils within the Early Years Foundation Stage (EYFS) through play-based, child-initiated, and adult-led learning.

The role will involve assisting the teacher in the whole planning cycle, including contributing to EYFS curriculum planning, observation, assessment, and the preparation and management of resources. Staff may also supervise whole classes occasionally during the short absence of the teacher. The primary focus will be to maintain good order, keep pupils on task, and support their holistic development. Cover supervision will require responding to questions and assisting pupils in undertaking set activities.

Specific Areas of Responsibility and Key Tasks

Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils, particularly within EYFS learning and development areas
- Support children's learning through play-based, exploratory and structured activities in line with EYFS principles
- Assist with the development and implementation of Individual Learning Plans (ILPs) and support individual next steps in learning
- Observe, assess, and record children's progress and development, contributing to learning journeys and EYFS assessments



- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs and stages of development
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence, self-care, and self-reliance, including supporting toileting, dressing, feeding, and hygiene routines where appropriate
- Foster personal, social, and emotional development, supporting children to build confidence, resilience, and positive relationships
- Promote communication and language development through storytelling, role play, singing, and conversation
- Support early literacy and numeracy development through engaging and developmentally appropriate activities
- Support children during transitions (e.g., settling into school, moving between activities, preparing for Year 1)
- Provide feedback to pupils in relation to progress and achievement
- Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid, and welfare matters as required

Support for the Teacher

- Work with the teacher to establish an appropriate, safe, stimulating, and nurturing learning environment, including indoor and outdoor EYFS provision
- Work with the teacher in lesson planning, evaluating, and adjusting lesson/work plans in line with the EYFS framework and individual needs
- Contribute to planning and delivering activities based on children's interests and next steps
- Support baseline and ongoing assessments of pupils' progress, particularly within EYFS developmental stages
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports to the teacher on pupils' achievement, progress, and development
- Maintain accurate and up-to-date records, including EYFS learning journeys and assessment data
- Undertake marking of pupils' work and accurately record achievement/progress where appropriate



- Promote positive values, attitudes, and behaviour using developmentally appropriate strategies, managing behaviour in line with academy policy
- Liaise sensitively and effectively with parents/carers, contributing to feedback sessions and supporting home–school communication (e.g., learning journals, online platforms)
- Administer and assess routine tests and invigilate exams/tests where appropriate
- Provide general clerical/admin support, including preparing EYFS learning materials and resources

Support for the Curriculum

- Implement agreed learning activities and teaching programmes in line with the EYFS framework and National Curriculum as appropriate
- Support delivery across the seven areas of EYFS learning, adapting activities to meet pupils' needs and responses
- Encourage learning through play, exploration, creativity, and hands-on experiences
- Promote outdoor learning and physical development through structured and free play
- Implement local and national learning strategies (e.g., literacy, numeracy, early years)
- Support the use of ICT in learning activities and develop pupils' competence and independence
- Help pupils access learning through appropriate differentiation and specialist support
- Support inclusive practice, ensuring all children, including those with additional needs, have equal access to the curriculum
- Determine the need for, prepare, and maintain general and specialist equipment and resources, including continuous provision areas

Support for the Academy

- Be aware of and comply with policies relating to child protection, safeguarding (including EYFS welfare requirements), health and safety, confidentiality, and data protection
- Ensure a safe, clean, and stimulating environment that supports learning and meets EYFS standards
- Be aware of and support diversity, ensuring equal access to opportunities for all pupils
- Contribute to the overall ethos, aims, and values of the academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher



- Work in partnership with parents/carers to support children's learning and development
- Attend and participate in regular meetings within normal contractual hours
- Recognise own strengths and areas of expertise and use these to support others
- Provide guidance and supervision to support the training and development of staff where appropriate
- Undertake planned supervision of pupils outside school hours learning activities
- Supervise pupils on visits and out-of-school activities as required

Other Duties

- Attend meetings as required, including travel to Academy sites within the Trust where necessary
- Take action to improve outcomes for young people and support all academies within the Trust to be outstanding
- Perform any task or duty under the reasonable direction of senior staff within the Multi-Academy Trust

Safeguarding Statement

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references (requested prior to interview), an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications, and verification of the right to work in the UK.

Equal Opportunities

The Trust will endeavour to make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for staff who develop a disability.

Additional Information

Whilst every effort has been made to outline the key duties and responsibilities of the role, this is not an exhaustive list. Duties may vary over time in line with the needs of the Trust, without changing the general character or level of responsibility of the role.