

JOB DESCRIPTION – Level 3 Teaching Assistant

Job title	Level 3 Teaching Assistant
Grade	Grade 3 (Points 9-22)
Responsible to	EYFS Teacher and Principal
Responsible for	The learning of students, their well-being and their annual achievement in all teaching groups and coaching groups
Effective from	September 2026

SUMMIT LEARNING TRUST Mission Statement

Success through endeavour
Ambition through challenge
Strength through diversity

Role Purpose:

To support the delivery of high-quality early years education and care for children aged 2–4 years, ensuring a safe, stimulating, and nurturing environment that promotes children's learning, development, and wellbeing in line with the Early Years Foundation Stage (EYFS) framework.

Main Duties and Responsibilities:

- Assisting with EYFS planning and assessments.
- Deliver engaging, age-appropriate activities that support children's development across all EYFS areas
- Planning, delivering and assessing phonics sessions.
- Delivering intervention programmes across the EYFS
- Observe, assess, and record children's progress, contributing to learning journals and next steps
- Act as a key worker for a group of children, building strong relationships with them and their families
- Support children's emotional wellbeing, independence, and social development
- Assisting in the delivery and monitoring of educational health care plans (EHCP).
- Forming positive relationships with children who may have behavioural and/or learning difficulties. Work with teaching staff to foster links between home and school by assisting in creating greater communication between children, parents and staff.
- Participate in documenting pupil records and progress (Profiles, Annual Reviews, Target Setting).
- Maximising the progress and achievements for all students including those with special educational needs, English as a second language and high achievers.
- Work with small groups and on a 1:1 basis with children as well as supporting within lessons.

- Undertake the variety of tasks which spontaneously arise, while responding to the individual needs of the child/children.
- Create corridor and classroom displays.
- Undertake duties at breaks/lunch/clubs
- Deal with the personal care needs of children where appropriate in line with the guidance of safeguarding and trust procedures
- Promote and safeguard the welfare of all children in line with school and trust safeguarding policies
- Maintain a safe, clean, and stimulating environment both indoors and outdoors
- Follow all health and safety procedures, including risk assessments
- Take a full and active part in the life of the school including participation in working groups and appropriate inset training.
- Participate and work on training days
- Any other duties as deemed necessary by the Principal or Senior Leadership Team.

General Duties

- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- Work in accordance with all of the school's policies and procedures.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	

Person Specification – Nursery Childcare Practitioner (Level 3)

	Essential	Desirable
Qualifications /Training	Full and relevant Level 3 qualification in Childcare/Early Years (e.g. CACHE, NVQ, or equivalent) Willing to undertake job related training	Paediatric First Aid qualification
Relevant Experience	Experience working in EYFS Experience as a key worker Have experience and a genuine desire to become part of a committed team and a role model to students Theory and practice of effective teaching and learning in EYFS. Implemented strategies to maximise progress and achievement for all children	Experience working in a Primary setting is desirable Experience supporting children with additional needs
Knowledge and understanding	Strategies to maximize progress and achievement for all children Knowledge of the EYFS framework and child development Knowledge of phonics Knowledge and experience of SEND and safeguarding procedures Ability to create a rich and safe learning environment for all students by establishing high expectations, promoting purposeful learning and creating plans based on the EYFS framework, schemes of work, and information from the assessment of pupils learning needs. Equal opportunities awareness and knowledge	
Skills and aptitudes	Ability to assess the needs of individual pupils and accurately record and report their progress Ability to manage groups of children and cope with challenging behaviour.	Have an artistic flair to create corridor and classroom displays

	Good oral and written communication skills are essential Time management and the ability to prioritise and manage workload effectively in a fast-paced environment Ability to build relationships at all levels within our business Ability to work under pressure and able to meet deadlines Ability to understand and follow policies and procedures Enjoys working as part of a team Ability to deal consistently with a wide range of people i.e. students, teachers and support staff Demonstrates initiative and common sense. Flexible approach to duties Reliability and punctuality	
Special Requirements	An awareness of and compliance with policies and procedures in relation to Safeguarding, Health and safety, Confidentiality and Data Protection Contributing to school life and building effective relationships with all members of the school community Undertaking professional development relevant to the post Developing professional skills and knowledge through induction and continuing professional development; undertaking further qualifications if necessary Enhanced DBS clearance Compliance with all School and Trust policies Safeguarding and promoting the welfare and success of all students and young people. The implementation of equal opportunities practice Promoting the stated aims and policies	