

Job Description: Early Years Teaching Assistant Practitioner

Responsible to:	EYFS Lead
Job Type:	Fixed term Maternity Leave Cover September 2026-September 2027
Grade:	6
Hours per week:	21 (3 days- Monday-Wednesday)
Working weeks:	38 + 5 INSET days
Location	St John's CE Academy 1

MAIN PURPOSE AND SCOPE OF THE JOB

To work with children, as part of a professional team, on education and social development and to provide a high quality of care.

DUTIES AND KEY RESPONSIBILITIES

1. Under the direction and supervision of qualified staff assist in the delivery of activities enhancing children's social and educational development.
2. Work with individuals or small groups of children, under direction
3. Establish and build positive relationships with parents / carers
4. Contribute to the planning and development of learning activities
5. Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs
6. Work with external agencies
7. Contribute to observation and assessment procedures
8. Update children's records.
9. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean
10. Attend to children's personal needs
11. Support in behaviour management. Communication with early year's pupils to encourage social, educational and physical development and acceptable behaviour
12. Have key worker responsibilities for specific children
13. Support in social and emotional well-being, reporting problems to the teacher as appropriate
14. Demonstrate duties to apprentices and /or Mentor new staff
15. Undertake accompanied home visits.

¹ Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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QUALIFICATIONS AND EXPERIENCE

Qualities	Essential/Desirable
Experience Working with or caring for children of relevant age	E
Qualifications & Training Good numeracy/literacy skills Completion of DfES Teacher Assistant Induction Programme Level 3 Qualification in Childcare NVQ 2 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. numeracy, literacy First aid training/training as appropriate	E D E E E E
Knowledge & Skills Effective use of ICT to support learning Use of other equipment technology – video, photocopier Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of national/foundation stage curriculum and other basic learning programmes/strategies Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Responsible for leading and adapting practical learning and play activities for individual or small groups of children Provides assistance to children on social, welfare and health matters and provides support to the teacher on behaviour management of children	E E E E E E E E E

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