



### Early Years Level 3 Teaching Assistant Job Description

#### Employment Details

Job title: Early Years Level 3 teaching assistant

Reports to: EYFS Phase Leader

Hours of work: 08:30 - 3:30

Salary: Bucks Pay Range 1

#### General duties:

- Share responsibility for safety, health and welfare of children at all times
- Plan and provide effective care, teaching and learning for children aged 2-4
- Support and promote children's early education and development in the EYFS
- Make accurate and productive use of assessment for children in the EYFS
- Work in partnership with the Phase leader, staff, parents, and professionals

#### Promoting children's development:

- Plan and set up a range of activities
- Identify needs and stages of development
- Promote diversity, equality and inclusion
- Contribute to curriculum development
- Assist in preparation and clearing up

#### Promoting health, safety and welfare:

- Follow legal requirements and statutory guidance
- Follow school policies including child protection
- Promote welfare and report concerns
- Carry out physical care routines
- Promote health and wellbeing
- Infection control measures
- Maintain accurate records
- Undertake paediatric first aid training

#### Communication and self-development:

- Work cooperatively with staff and professionals
- Liaise closely with parents
- Engage in CPD opportunities

#### Use of assessment:

- Apply a range of assessment techniques
- Conduct and record observations
- Use formative and summative assessment
- Discuss progress with VP, parents and professionals

#### Other requirements:

Candidates must be eligible to work in the UK, pass security checks (DBS), and be suitable to work with children.