

JOB DESCRIPTION

Early Years Teaching Assistant

Reporting directly to the Head of Early Years, you will work closely with the Reception class teacher to support the children's learning and development. Your responsibilities will include assisting with engaging activities, helping with daily routines, and contributing to the organisation of the classroom.

This is a permanent, full-time, term-time only position (Monday to Thursday 8.30am - 4:30pm, Friday 8.30am – 4.00pm) offering a rewarding opportunity within our supportive Early Years setting.

Key Duties and Responsibilities:

This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

- Support the Nursery class teacher in the planning, delivery, and assessment of engaging play-based learning experiences and activities, ensuring they meet the individual needs of all children.
- Lead small group activities within the Nursery class, across all EYFS areas of learning, including phonics, mathematics, and fine motor skills.
- Accurately and regularly record observations of children in Nursery, assess their learning and development, and contribute to individual learning plans and next steps.
- Work collaboratively with the class teacher to identify next steps in learning based on observations and assessments.
- Assist with the creation of a stimulating and well-resourced learning environment within the Nursery classroom and outdoors.
- Support children's social, emotional, and personal development within the Nursery class, promoting positive behaviour and independence.
- Provide high-quality care, ensuring the safety and well-being of all children in the Nursery class.
- Develop positive and effective relationships with children, parents/carers, and colleagues.
- Assist with the daily routines of the Nursery classroom, including transitions, lunch, toileting, and snack times.
- Support children with toileting and personal hygiene in a manner that promotes independence and dignity, in line with school policies and safeguarding and EYFS guidelines.
- Contribute to team meetings and professional development opportunities as required.
- Adhere to all school policies and procedures, including safeguarding and confidentiality.