

EARLY YEARS TEACHING ASSISTANT JOB DESCRIPTION

Location:	Wickham Market Primary School
Grade:	3 SCP 4--6
Hours:	33.25 hrs per week – 38 weeks per year
Contract Status:	Fixed term in the first instance until 31 st August 2026
Reports to:	Teacher

Main purpose of the role

To assist in promoting the learning and personal development of students to enable them to make the best use of the educational opportunities available to them. To support students to learn as effectively as possible both in group situations and individually. Enabling all students of all abilities to achieve their maximum potential.

Key responsibilities and duties:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions, to support independent learning and inclusion of all pupils.
3. Motivate and encourage students as required.
4. Support the teacher in behaviour management and keeping pupils on task.
5. To assist the class teacher in the development of a suitable programme for students who need learning support intervention.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data, maintaining records of student needs and progress.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
7. Attend and contribute to SEN and appropriate review meetings, if required by the SENDCO.

About the school/Trust

Wickham Market Primary School is a thriving rural primary school set in a beautiful 7-acre site, welcoming approximately 160 pupils, including a Nursery class. We pride ourselves on

consistently high attendance rates, above the national average, reflecting our commitment to creating a supportive and engaging learning environment. Our school community is vibrant and inclusive, offering excellent facilities including an on-site woodland area that enriches our pupils' educational experience.

The duties listed in the job description are not intended to be an exhaustive list but are the general guidelines to the post, and other duties relevant may be undertaken by the post holder. Tasks are not excluded from the post simply because they are not itemised. We require all staff to be flexible in their approach in supporting the Trust and its schools. All duties undertaken must be carried out in accordance with relevant Trust / school policies and procedures, within legislation, and with full regard for the needs of our school communities.

Person SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Qualifications	GCSE Level 4/Grade C or above in English and Mathematics /NVQ level 2 in supporting teaching and learning or equivalent.	
Specialist knowledge skills and experience	<p>Experience of working with Children and Young People</p> <p>Effective communication skills with pupils, staff and parents/carers and other outside agencies.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p>	<p>Experience working in a school environment or other educational setting</p> <p>Some experience of emotionally demanding or challenging behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management may be beneficial</p> <p>Good ICT skills (Microsoft packages)</p>
Values and personal qualities	<p>Is patient, nurturing and enthusiastic.</p> <p>A passion for improving the learning and welfare of pupils.</p> <p>Ability to remain calm in stressful situations.</p> <p>Good written and verbal communication skills</p> <p>Commitment to maintaining confidentiality at all times</p>	<p>Desire to undertake further CPD.</p>
Additional requirements	<p>A full, clean UK driving licence is required (will only be applicable if the individual needs to regularly travel between sites or if is required to drive a school vehicle)</p> <p>Full background checks in line with Keeping Children Safe in Education are required for this role, including enhanced DBS, Barred List and references for the last 5 years.</p>	

East Anglian Schools Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.