



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Teaching Assistant  
(Early Years)

Kingfisher Primary  
Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Kingfisher Primary Academy
<b>Post title</b>	Teaching Assistant (Early Years)
<b>Responsible to</b>	Principal
<b>Full time Salary</b>	£25,989 - £26,824 FTE
<b>Pro-Rata Actual Salary</b>	£21,308 - £21,992 per annum
<b>Working Pattern</b>	Part Time, Permanent
<b>Working Hours</b>	35hrs per week, term time only
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

The Teaching Assistant will support the learning, care and development of children within the Early Years setting, working in line with the Early Years Foundation Stage framework.

The role will involve supporting high-quality play-based learning, helping children develop early communication, social, physical and independence skills, and contributing to a safe, nurturing and inclusive environment where every child can thrive.

## **KEY RESPONSIBILITIES AND DUTIES**

### **Support for Children**

- ★\* Establish good working relationships with children, acting as a role model
- ★\* Be aware of and respond appropriately to individual children's needs, interests, stages of development and next steps, ensuring effective interaction and support
- ★\* Provide specific support to children dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- ★\* Promote inclusion and acceptance of all children
- ★\* Encourage children to interact positively with others and engage in child-initiated play, adult-led activities and daily routines
- ★\* Promote self-esteem and independence
- ★\* Provide feedback to children in relation to progress and achievement under guidance and direction of the teacher
- ★\* Support children's personal, social and emotional development, including confidence, communication, emotional regulation and positive relationships
- ★\* Support children with personal care routines, including toileting, handwashing, changing, feeding and developing independence, in line with academy procedures
- ★\* Promote children's communication and language development through high-quality interactions, modelling vocabulary, stories, songs, rhymes and conversation

### **Support for the Teacher**

- ★\* Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money etc.)
- ★\* Assist with the display of children's work
- ★\* Create and maintain a safe, stimulating, purposeful and well-organised Early Years environment, including indoor and outdoor provision
- ★\* In liaison with the teacher, utilise strategies to support children in achieving learning goals
- ★\* Report children's achievements, progress, wellbeing and any concerns as appropriate in the agreed format
- ★\* Contribute to observations, records and assessments of children's learning and development under the direction of the teacher or Early Years Lead
- ★\* Promote positive behaviour, emotional regulation and social development, dealing promptly with conflict and incidents in line with established academy policy
- ★\* Establish constructive and professional relationships with parents and carers, sharing information appropriately and supporting effective home-school communication

### **Support for the Curriculum**

- ★\* Support delivery of the Early Years Foundation Stage curriculum across the prime and specific areas of learning through purposeful play, adult-led activities and child-initiated learning
- ★\* Support early communication, language, phonics, mark-making, number, physical development and personal, social and emotional development, recording achievements and progress as directed
- ★\* Use appropriate resources, books, songs, stories, practical experiences and technology to support children's learning, curiosity and independence
- ★\* Prepare, maintain and adapt resources for continuous provision, adult-led activities, sensory experiences and outdoor learning, supporting children to use them safely and independently

### **Support for the School**

- ★\* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- ★\* Report all concerns to the appropriate person (as named in the policy concerned).
- ★\* Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- ★\* Contribute to the school ethos, aims and development/improvement plans
- ★\* Appreciate and support the role of other professionals
- ★\* Participate in training and other learning activities as required
- ★\* Assist with the supervision of children out of directed lesson time, including before and after school if appropriate and within working hours
- ★\* Accompany teaching staff and children on visits, trips and out of school activities as required.
- ★\* Attend relevant meetings as required
- ★\* The post holder may reasonably be expected to undertake other duties

commensurate with the level of responsibility that may be allocated from time to time

- ★ Fulfil any other duties commensurate with the post as required by the Line Manager or Principal. This may include general administrative work.

*The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.*

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
<b>Early Years Educator Level 3 Diploma</b> (DfE-approved for EYFS ratios) or equivalent such as: <ul style="list-style-type: none"> <li>• CACHE Level 3 Diploma for the Early Years Workforce</li> <li>• BTEC National Diploma in Children’s Care, Learning &amp; Development</li> <li>• NVQ Level 3 in Childcare &amp; Education</li> </ul>	Yes	
Must hold Paediatric First Aid Certificate	Yes	
<b>Experience</b>		
Experience of working with children in a nursery or similar setting	Yes	
Hands-on experience in providing personal care, including feeding, changing, and toileting.		Yes
<b>Knowledge</b>		
Understanding of the Early Years Foundation Stage (EYFS) curriculum and statutory requirements. Understanding of observation, assessment and planning next steps within the EYFS	Yes	
Confident in supporting young children’s behaviour, emotional regulation and social development using positive, age-appropriate strategies	Yes	
Knowledge of child development in the Early Years age range and how children learn through play, exploration, active learning and creative thinking	Yes	
Understanding of inclusive practice, including how to support children with SEND and additional needs within an Early Years environment	Yes	
A good understanding of safeguarding, Keeping Children Safe in Education and the EYFS safeguarding and welfare requirements	Yes	

<b>Professional Skills</b>		
Ability to work effectively within an Early Years team, understanding classroom roles, routines, supervision and staff:child ratio responsibilities	Yes	
Ability to build warm, responsive and professional relationships with young children, colleagues, parents and carers	Yes	
Ability to promote a positive ethos and role model positive attributes	Yes	
Understanding of IT and other basic technology used to support Early Years learning, observations, communication and record keeping	Yes	
Ability to build and maintain successful relationships with children, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Yes	
Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Yes	
Able to liaise sensitively and effectively with parents and carers, recognising their role in children's learning, development and wellbeing	Yes	
Able to improve their own practice through observations, evaluations and discussion with colleagues.	Yes	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for supporting young children's learning, care and development	Yes	
High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Yes	
Commitment to self-development and continual improvement	Yes	
Strong relationship-building skills with the ability to work as part of an Early Years and wider academy team, understanding roles, responsibilities and own position within these	Yes	
Commitment to Diversity, Equity and Inclusion	Yes	
Inquisitive nature with sound problem solving skills,	Yes	

judgement and initiative		
Can-do attitude and solution focused approach with an ability to manage expectations	Yes	
Able to adapt to changing circumstances and new ideas	Yes	
High level of integrity with an ability to self-evaluate and reflect	Yes	

### **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★\* Work cooperatively as part of the Trust wide staff team.
- ★\* This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)