



TA1 Job Description

This job description outlines the requirements and specification of the ideal candidate for the role of a TA.

TAs work under the guidance of teaching staff to support and encourage pupils to participate in learning and classroom activities and provide learning support to individuals and groups where necessary.

Employment details	
Job title	Teaching Assistant Grade 1- Early Years
Reports to	Headteacher
Hours of work	
Salary	£24,412.99-£25,184.93 FTE

General duties

- Assist teaching staff to prepare Early Years learning areas for lessons, continuous provision and daily activities.
- Assist with Early Years trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff or supervise play-based and child-initiated learning.
- Supervise pupils' work and play and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.

- Any other duties as reasonably required.

Early Years and Nursery Duties

- Support the organisation of the Early Years environment, ensuring that indoor and outdoor spaces are safe, stimulating and aligned with the EYFS framework.
- Support children during daily routines including arrival, home time, tidying, snack preparation, dressing and toileting.
- Promote good hygiene practices and assist with toileting and nappy changing in line with school policies and safeguarding expectations.

Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Build warm, nurturing relationships to support children's emotional wellbeing and sense of security.
- Encourage positive behaviour using the school behaviour policy and praise, clear routines and gentle guidance.
- Support children with transitions, separation anxieties or emotional difficulties

Teaching and learning

- Engage children in purposeful play, modelling language, communication and social interaction.
- Lead or support small-group activities in areas such as phonics, early number, storytelling, fine-motor skills and outdoor learning.
- Observe children during play and learning, identifying developmental needs or barriers.
- Contribute to learning journals or observation records in line with EYFS assessment requirements.
- Communicate appropriately with parents/carers at drop-off and collection, sharing day-to-day information as directed by teaching staff.

Professional development

- Participate in training and other professional development as required.
- Participate in professional development meetings with your line manager.

TA person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> Relevant Early Years Qualification 	<ul style="list-style-type: none"> Two or more GCSEs at grades 9 to 3 or equivalent, including English and maths First aid training
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> Experience of working with children. Effective oral and written communication skills. Demonstrable levels of numeracy and literacy. The ability to remain calm under pressure. The ability to work with pupils in a professional manner. 	<ul style="list-style-type: none"> Experience of working in an educational environment. Experience of working on a one-to-one basis. Good organisational skills and time management. Experience working with children and young people with additional needs. Experience of record keeping and monitoring.
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> An understanding of safeguarding in schools, although training will be given. 	<ul style="list-style-type: none"> Knowledge of legislation and statutory guidance specific to school type and phase. Knowledge of areas of legislation relevant to child protection and safeguarding. Knowledge of relevant school policies.
Personal traits	

The successful candidate will be

- Able to work independently but also as part of a team.
- Punctual and professional.
- Able to maintain successful working relationships with colleagues.
- Reliable and able to be flexible in their approach to work.
- Positive and engaging.
- Able to plan and take control of situations.
- Empathetic to those who face barriers to their learning.
- Patient with pupils who take longer to understand information.

Additional requirements

The successful candidate will have

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organisation.