

Job Description EYFS Teaching Assistant Level 3

To support the learning, development and wellbeing of children in the Early Years Foundation Stage by working under the direction of the class teacher and EYFS team, helping to create a safe, stimulating and inclusive learning environment where all children can thrive.
SUPPORT FOR PUPILS • Support children's learning through play-based and adult-led activities in line with the EYFS framework • Take an active role in outdoor learning and play, supporting children's physical development, exploration and independent learning • Promote personal, social, emotional and physical development • Support individual children and small groups, including those with additional needs • Encourage positive behaviour, independence and self-confidence • Observe, monitor and contribute to assessments of pupils' progress • Support pupils' wellbeing, including intimate and personal care where required, following school policies and safeguarding procedures • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom
SUPPORT FOR TEACHING AND LEARNING • Work with the teacher to establish an appropriate learning environment • Work closely with the class teacher to support the planning and delivery of learning activities • Prepare and organise learning resources and equipment • Contribute to maintaining a stimulating, safe and well-organised learning environment (indoors and outdoors) • Support phonics, early reading, writing, number and language development • Use strategies that support inclusive practice and meet individual learning needs • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed • Provide general clerical/admin. support e.g. photocopying, producing worksheets for agreed activities etc.
SUPPORT FOR THE SCHOOL • Promote the school's vision, values, policies and ethos at all times • Support positive relationships with parents and carers as directed by the class teacher or senior staff • Attend relevant meetings, training and professional development activities • Recognise own strengths and areas of expertise and use these to advise and support others • Contribute to the wider life of the school, including duties such as lunchtime supervision • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Undertake planned supervision of pupils' out of school hours learning activities • Supervise pupils on visits, trips and out of school activities as required
SAFEGUARDING, HEALTH & SAFETY • Promote and safeguard the welfare of children in accordance with school safeguarding policies and statutory guidance • Follow all safeguarding, health and safety, behaviour and intimate care policies • Report any safeguarding concerns immediately to the Designated Safeguarding Lead
The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.