



## **JOB DESCRIPTION**

**POST TITLE :** Early Years (Nursery) TA (Enhanced)

**GRADE :** GRADE 6 (SCP 11-17)  
£25,979 - £28,770 FTE

**REPORTING RELATIONSHIP** Early Years Leader/Head Teacher

### **JOB PURPOSE :**

To provide a stimulating and effective curriculum, which will enhance children's emotional, social, physical and intellectual development.

To provide high quality care that meets professional inspection standards.

### **MAIN DUTIES/RESPONSIBILITIES**

1. To provide high quality care for children and their families
2. To provide a broad and balanced curriculum that will meet the requirements of relevant National and Local standards
3. To contribute to and deliver Individual Educational Programmes (IEP) for children with Special Educational Needs (SEN)
4. Observe, monitor and maintain written records to ensure children's developmental progress
5. To liaise and provide advice to parents and other professionals involved with the child
6. To maintain client confidentiality.
7. Liaise with school teachers and leaders to prepare reports that will assist in the children's smooth transition
8. To report any injury or accident ensuring that Health and Safety of the individual is maintained.

9. To report any suspicious or suspected non-accidental injury complying with School Child Protection procedures in line with Safeguarding Policies
10. To supervise student placements.
11. To prepare accurate and concise information in the support of a child's development.
12. To support parents and families in the successful admission and transition of their children
13. To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments
14. To comply with the requirements of all School policies, procedures and staff instructions
15. To actively promote and support School Policies on Equal Opportunities and to ensure the Early Tears provision functions in an anti-oppressive manner.
16. To take responsibility for the securing of the building and resources if required.
17. To assist the management in providing professional support on issues relating to child protection to parents and outside agencies.
18. To take responsibility for a group of children during any building evacuation.
19. To manage student placements and prepare, present accurate and concise reports to the manager or college tutors.
20. To undertake the accountabilities of the post in accordance with School policies including the Equal Opportunities and Health and Safety policies.
21. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN APPOINTMENT IS CONFIRMED.

FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY SCHOOL.

**The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**



**PERSON SPECIFICATION**  
**EYFS (Nursery) Enhanced Teaching Assistant**

ESSENTIAL			DESIRABLE		
	ATTRIBUTE	Stage Identified		ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	A teaching assistant qualification at NVQ Level 3 or equivalent	AF/C		Possess an approved and relevant Level 6 Professional qualification (BA/BA Hons/ QTS/EYTS/EYPS)	
	5 GCSE's including Maths and English, grades 9-4 (A-C)				
<b>Experience &amp; Knowledge</b>	An <b>outstanding</b> practitioner with a recent and successful experience of working in a Nursery setting	AF/R		Experience of working in partnership with other agencies	AF/R/I
	An ability to confidently lead whole group/ whole class learning tasks within a nursery setting	AF/R/I		Experience of working with Child Protection	AF/R/I
	A knowledge and experience of personalising learning to raise standards of attainment for every child, including those pupils with SEND.	AF/I		Experience of supervising others	AF/R/I
	An ability to effectively deliver targeted teaching and learning – and carry out accurate assessment and tracking of individual pupils and groups - to ensure good or better progress and attainment outcomes.	AF/R/I			AF/R/I
		R/I			
		AF/R/I			

	<p>Recent and successful experience of work with young children, including 2 year olds, and families within a nursery setting</p> <p>Evidence of successful impact on children's progress and attainment within a nursery setting</p> <p>A proven ability to plan, deliver and assess activities for groups of children within a nursery setting (with the support of the class teacher)</p> <p>Knowledge of documents which support the development of young children's learning, Early Years Foundation Stage Curriculum, Development Matters and Birth to 5 Matters</p> <p>Experience of working in close partnership with parents and carers, within a nursery environment, with an ability to clearly communicate progress and development orally and/ or in a written report format</p> <p>Current knowledge of Child Protection and their role and responsibility in the protection of children</p> <p>Knowledge of the EYFS Statutory Framework Jan 2024</p> <p>Knowledge of a range of factors which create stress for children and families.</p>	AF/R/I			
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<b>Skills</b>	An up to date knowledge and understanding of the SEND Code of Practice	AF/R/I			
	Outstanding literacy and numeracy skills	R/I			
	Outstanding oral, written and communication skills				
	Excellent organisation skills, including good time management	AF/R			
	An excellent ability to share detailed knowledge of individual children's attainment with the class teacher to aid future planning and assessment	AF/R/I			
	Ability to establish professional relationships and to take an active role within a team				
	An ability to assist with the development and implementation of individual education plan, personal care programmes and SEN support plans				
	Able to communicate with a wide range of people and professionals individually, in groups and at all appropriate levels				
	A knowledge and understanding of effective teaching and learning styles				
	An ability to maintain a consistent and effective approach to behaviour management promoting good behaviour and high expectations at all times				
	Able to motivate children and sustain their interest in play activities				
	Able to fully contribute to the team				

	Willingness to be involved in extra-curricular activities and wrap around provision				
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	<p>Able to lead provision focused on children's development and wellbeing.</p> <p>Able to prepare and present written reports to support children's development and well being (and communication these clearly with parents/ carers and external professionals)</p> <p>Able to offer support to children and families in a culturally sensitive, positive and non-judgemental way</p> <p>Able to complete risk assessments for activities conducted indoors and outdoors and maintain accurate records</p> <p>Able to supervise students</p> <p>Able to use ICT efficiently for planning and teaching</p>	<p>R/I</p> <p>AF/R/I</p> <p>AF/R/I</p> <p>AF/R/I</p> <p>AF/R/I</p> <p>AF/R/I</p>			
<b>Personal Attributes</b>	<p>Participate enthusiastically in development and training opportunities</p> <p>Commitment to undertake further professional development activities</p> <p>Ability to abide by School policies and procedures</p>	<p>AF</p> <p>AF/R</p>			

<b>Special Requirements</b>	<p>Reliable, flexible, self-motivated, committed and enthusiastic</p> <p>A sense of humour and a 'can do' attitude Ability to form and maintain appropriate relationships and personal boundaries with children</p> <p>Emotional resilience in working with challenging behaviours and attitudes and remain positive in the support of pupils' wider needs</p> <p>A commitment to equal opportunities and inclusion</p>	<p>AF/I/R</p> <p>AF/R</p> <p>AF/R</p> <p>C</p>		<p><b>Key – Stage identified</b> AF – Application Form R – References I – Interview C - Certificates</p>
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