

# EYFS Teaching Assistant Job Description



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| <b>Job title:</b>    | Teaching Assistant   | <b>Ealing GLPC Grade:</b> | Scale 6 |
| <b>School:</b>       | Horsenden Primary School   | <b>Post No:</b>           |         |
| <b>Line manager:</b> | EYFS Phase Leader, Class Teacher   |                           |         |
| <b>Hours:</b>        | 8.30am-12.30pm, 39 weeks per year, term time<br>One year fixed term contract |                           |         |

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## Main purposes of the job

### Working under the direction and within an agreed system of supervision from a qualified teacher.

- To work efficiently under the guidance of the class teacher and leaders in the planning and implementation of the EYFS curriculum.
- To deliver high quality, effective interventions for individual pupils or small groups and be accountable for the progress of pupils in these groups.
- To be an excellent practitioner who can support and model high quality learning through informed, effective and inclusive activities.
- To promote, support and facilitate the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom, including creating and maintaining a purposeful, engaging, orderly and supportive learning environment.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## Main responsibilities and tasks

### Supporting Children's Learning and Development

1. To work closely with the Class Teacher and Phase Leader to assist in the planning, development and delivery of all areas of the curriculum.
2. In the short term unplanned absence of the teacher, to cover all pre-prepared activities to provide continuity for the pupils.
3. To support working relationships with the pupils, acting as role model and setting high expectations.
4. To support pupils learning in the most effective way, to develop new strategies for individual pupils where needed, and to liaise with specialist staff to implement effective programs for targeted pupils to enhance progress.
5. To meet the personal care needs of pupils whilst encouraging their independence and continued holistic development.
6. Promote inclusive practices, adapting provision for children with additional needs or SEND, including those with EHCPs.
7. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities and are developing good learning behaviours.

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8. Develop and prepare physical resources for learning, including setting up and resetting activities and areas of provision to ensure a safe, organised and purposeful environment, under the direction of the teacher.

### Planning, Assessment and Teaching Support

9. Support the planning and preparation of learning activities, using EYFS Development Matters as a guide
10. Contribute to the assessment of children's progress, including contributing to learning journals and target setting
11. Provide clear feedback to children and colleagues on learning outcomes
12. Support the implementation of a stimulating and well-sequenced curriculum through high-quality continuous provision indoors and outdoors, with a particular focus on developing early language, communication and gross motor skills
13. Contribute to the learning environment by creating engaging, curriculum-linked displays and ensuring resources reflect and celebrate diversity, children's interests and current learning themes

### Safeguarding and Pastoral Support

14. Maintain up-to-date knowledge of safeguarding procedures and report any concerns appropriately
15. Build strong, positive relationships with children and families
16. Promote wellbeing and emotional security through warm, responsive interactions and routines
17. Supervise lunchtime and transitions as required, ensuring consistency and care
18. Support children with EHCPs or other SEND needs through personalised strategies and interventions

### Working with Others

19. Work collaboratively with the class teacher and wider school team
20. Liaise with external professionals (e.g., speech and language therapists) under teacher direction
21. Contribute to a reflective team culture focused on continuous improvement
22. Communicate with parents and carers about their children's achievements, routines and wellbeing, as directed by the class teacher

### School and Professional Contribution

23. Model the school values in all interactions
24. Participate in relevant training and staff development
25. Assist with out-of-class learning opportunities (e.g. Forest School, local visits)

### Additional Duties

26. Carry out other reasonable tasks as required by the Headteacher to support the smooth running of the school

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27. Follow school policies, including those related to equality, health and safety, confidentiality and data protection

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### Signatures – line manager and job holder

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|---------------------------|-------|-------|----------------|
| Signature of Manager:     | _____ | Date: | ____/____/____ |
| Signature of post holder: | _____ | Date: | ____/____/____ |

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