Garden Suburb Infant School

Job Description
EYFS Teaching Assistant

Post Held: Teaching Assistant – Level 2

Grade: D

To Whom Responsible: Headteacher

Line Manager: EYFS Leader

Reporting to: Class Teacher

1. **Purpose of the Role:**

To work as part of the Early Years Foundation Stage team, supporting children in a Reception class to access a rich, inclusive and developmentally appropriate curriculum. The role focuses on supporting learning through high-quality interaction, targeted phonics and early language interventions, and the effective use of the learning environment and continuous provision, while responding to the increasing range of special educational needs within the cohort.

The post holder will work under the direction of the class teacher and EYFS leader, contributing to children's learning, development, wellbeing and independence.

2. **Key accountabilities/duties/responsibilities**

Support for the Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Build positive, nurturing relationships with children, acting as a consistent role model
- Support children's learning through meaningful interaction, questioning and modelling within whole-class, group and child-initiated play
- Deliver targeted interventions, including phonics support (Little Wandle Letters and Sounds), under teacher guidance
- Support children with special educational needs, including speech and language needs, ASD, and social, emotional and mental health needs
- Encourage children's independence, resilience and positive behaviour in line with EYFS principles
- Observe and respond sensitively to children's emotional and physical needs, promoting wellbeing and inclusion

Support for Teaching and Learning

- Work collaboratively with the class teacher to support the delivery of the EYFS curriculum
- Play an active role in creating, setting up and maintaining a stimulating Reception learning environment
- Support and promote children's learning through purposeful continuous provision, both indoors and outdoors
- Engage with children within the environment to extend learning through play-based experiences

- Support assessment through observations, contributions to evidence and feedback to the teacher
- Assist with the preparation and organisation of resources and learning activities

Support for Phonics and Early Language

- Support the delivery of daily phonics sessions and small-group or individual phonics interventions
- Reinforce key phonics and early reading skills consistently, following school guidance and schemes
- Promote early language development through high-quality talk, modelling vocabulary and structured activities

Support for Inclusion and SEN

- Support the implementation of EHCPs and other support plans, under teacher and SENCO direction
- Work with individual pupils or small groups to support specific learning or developmental needs
- Implement strategies recommended by outside professionals (e.g. Speech and Language Therapy)
- Provide clear feedback to class teachers and SENCO on pupil engagement and progress

Support for the School

- Uphold policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the organisation of school medical arrangements, such as dental inspections, nurse visits
- Assist with special events, such as such as School Concerts, Plays, Parents' / Carers' evenings
- Contribute positively to the ethos, values and life of the school
- Work effectively with colleagues, parents/carers and external professionals, appreciating and supporting the roles of other professionals
- Attend relevant meetings, training and professional development opportunities
- Support supervision of children during transitions, playtimes or outdoor learning, as required
- Accompany pupils on educational visits and EYFS curriculum events

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager, in line with the evolving needs of an EYFS setting.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

Signed (Post holder): ……

Signed (Headteacher): ……

Date: ……