

## Level 3 Teaching Assistant Job Description



**School:** Alphington Primary School  
**Salary Grade:** D  
**Title:** Teaching Assistant – Level 3 child care  
**Reporting to:** Headteacher/Early Years Lead

### Main purpose of the job

To take a pro-active role in supporting the educational, social, and physical needs of pupils within our school and preschool, with a particular focus on Early Years. You will support the curriculum through whole class, small group work, individualised interventions, and high-quality interactions, ensuring a stimulating, safe, and inclusive environment that promotes all aspects of children's learning and development.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third-party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Support for pupils:

- Supervise and provide particular support for Early Years pupils, ensuring safety, emotional security, and access to play-based and structured learning activities.
- Implement and support Individual Education/Behaviour Plans, Personal Care programmes, and EHCP outcomes where necessary.
- Build nurturing relationships with children, encouraging communication, social interaction, and independence, treating them consistently, with respect and consideration
- Deliver and lead on activities and routines that meet the EYFS curriculum and individual development needs, with a focus on early language, phonics, numeracy, and physical development.
- Observe, monitor, and record children's progress, providing accurate feedback to parents, teachers and the EYFS leader.
- Promote inclusion, ensuring all pupils are able to engage fully with activities.
- Support behaviour management policies and positive behaviour reinforcement in line with EYFS best practice.
- Administer first aid, support intimate care routines, and assist with physical needs as required.
- Establish constructive relationships with pupils and interact with them according to individual needs
- Assist with the assessment, monitoring and recording of children's progress, health, behaviour, and general wellbeing. To feed back any information (including concerns) regarding the well-being and educational needs of children to the Teacher, Early Years Lead or Headteacher as appropriate.
- Encourage pupils to interact with others and engage in activities.
- Set challenging and demanding expectations and promote self-esteem and independence
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### Support for the curriculum:

- Undertake structured learning activities and small group interventions particularly around early phonics, literacy, numeracy, and personal, social, and emotional development.
- Assist in the planning, preparation, and delivery of play-based learning opportunities in line with EYFS principles.
- Support the use of ICT within Early Years learning, helping to develop pupils' competence and independence.
- Prepare, maintain, and use resources required to meet lesson plans and learning activities.

#### Support for Early Years Lead:

- Create and maintain a purposeful, orderly and supportive environment, indoors and outdoors, in line with EYFS learning and development requirements.
- Provide detailed feedback on children's achievements, next steps, and any concerns.
- Assist in the creation of displays and learning environments that celebrate children's work and support learning.
- Engage with parents and carers providing updates and supporting parental engagement activities.
- Undertake routine assessments and observations to feed into the Early Years Foundation Stage (EYFS) Profile and other assessment requirements.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

#### Support for the school and Trust:

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime/break times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene, intimate care and physical needs of children with regard to health and safety as required.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

***At ELAT we expect staff to model the behaviours of a professional at all times.***

Name: (Printed)	
Signed:	
Date:	

## Person Specification

Essential	Assessed through
Good English and Maths Skills (GCSE Grade C equivalents or above)	Application
An Early Years qualification that is recognised by the Department for Education as full and relevant at a Level 3	Application
Paediatric First Aid Qualification.	Application
Ability and willingness to lead the setting in the teachers' absence.	Interview/references
Good understanding of child development, learning and special educational needs	Application/interview
Ability to form positive relationships with children with social, emotional and mental health needs	Application
Care about the wellbeing of all children; understanding and commitment to safeguarding and equality	Application/interview
Willingness to go the extra mile to secure high levels of pupil performance and engagement	Interview
Good interpersonal skills	Interview/references
Good ICT skills	Application/references
Ability to be flexible and use own initiative	Interview
Ability to relate well to children and adults	Application/references
A genuine love of teaching and rapport with children	Interview
Commitment to further professional development and learning	Application/references
A sense of humour	References/interview
Excellent relationships with colleagues and ability to work within a team	References
Maintaining a professional and confidential approach to information about pupils, families and staff	Interview
Desirable	Assessed through
Evidence of a willingness to contribute to extra-curricular and enrichment programme	Application/references/interview

Understanding of relevant policies/codes of practice and awareness of relevant legislation	References/interview
A working knowledge of the National Curriculum	Application /references
Prior experience of working in an Early Years setting	Application/References/Interview