Job Title:
Pre-School Teaching Assistant
Grade: Band 3b, point 4
Allowances: N/A

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decision making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

Core Purpose

To work as part of the pre-school team to provide high-quality, safe, and inclusive education and care for young children. Acting as a key person for a designated group of children, the postholder will support their learning, development and wellbeing, whilst building effective partnerships with parents/carers and contributing to a positive learning environment in line with the Early Years Foundation Stage (EYFS) framework

Main Responsibilities

- The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.
- Act as a key person for a designated group of children, ensuring their individual needs are recognised, supported and met.
- Support the Pre-School lead in the day-to-day operation of the setting and contribute to the planning and delivery of a high-quality early years provision.
- Use the Early Years Foundation Stage (EYFS) framework to support curriculum planning and deliver engaging learning opportunities that meet children's differing abilities, interests and developmental needs.
- Prepare and maintain learning environments, resources and displays to support a stimulating and inclusive curriculum.
- Build positive and effective relationships with parents/carers, working in partnership to support children's learning, development, wellbeing and transition into education.
- Support children during daily routines, including settling-in periods, play-based learning, group activities, mealtimes and personal care, promoting independence wherever possible.
- Provide effective support for children with a range of learning, behavioural, physical, social, emotional and personal care needs, adapting approaches to enable all children to access learning and participate fully.
- Assist in the implementation of individual support programmes, including Education, Health and Care Plans (EHCPs), behaviour plans and personal care programmes where required.
- Promote children's inclusion, confidence, self-esteem and independence through positive interactions and high expectations.
- Observe, monitor and record children's progress and achievements, contributing to assessments, reviews and progress records as directed.
- Promote positive behaviour in line with Trust policies, supporting children to take responsibility for their actions and resolve conflicts appropriately.
- Support the delivery of targeted interventions and structured learning activities, adapting support in response to children's progress and needs.
- Support the effective use of ICT and learning resources to enhance children's engagement and development.
- Work collaboratively with colleagues, parents/carers and external professionals to support children's achievement, wellbeing and safeguarding.
- Attend meetings, training and professional development activities as required.
- Ensure compliance with safeguarding, health and safety, confidentiality, data protection and all relevant Trust policies and procedures.

- Contribute positively to the ethos, values and vision of the Trust and undertake any other duties commensurate with the nature and grade of the post.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and maths. Experience of working effectively as part of a successful team. Experience of working with children of a relevant age group.	Level 2 or Level 3 Early Years Education and Childcare qualification (or equivalent). Emergency Paediatric First Aid qualification. Food Hygiene qualification. Evidence of recent continuing professional development. Working knowledge of the Early Years Foundation Stage (EYFS) curriculum.
Knowledge/Skills	Excellent communication and interpersonal skills. Good ICT skills and the ability to use technology effectively to support learning.	

	Ability to build positive relationships with children, parents/carers and colleagues. Ability to work constructively as part of a team and understand the responsibilities of the role. Ability to organise, prioritise and manage workload effectively, including competing demands. Ability to use initiative and work independently when required. Ability to remain calm, professional and resilient when working under pressure. Ability to reflect on practice and engage in continuous learning and development. Well-organised, self-motivated and hardworking. Committed to inclusion, equality and supporting the diverse needs of children and families. Confident and professional when communicating with a wide range of stakeholders. Willingness to contribute positively to the wider team and Trust. Ability to exercise tact, discretion and confidentiality. Commitment to personal and professional development.	