Job Description: Teaching Assistant – Early Years

Job Title: Teaching Assistant
Location: Windhill Primary School
Responsible to: Class Teacher / SENDCo
Salary/Grade: Grade 5 (£25,584 pro rata)
Hours: 30 hours per week
Contract: Fixed-term for 1 year
Working Pattern: Term time only

Job Purpose

To work as part of the Early Years team to provide high-quality support for teaching and learning, helping all children to achieve their potential.

The successful candidate will contribute to creating a warm, inclusive and stimulating learning environment where children feel safe, valued and encouraged to learn.

Key Responsibilities

Supporting Teaching and Learning

- Support the class teacher in delivering engaging and appropriate learning experiences for Reception pupils.
- Work with individual children, small groups and the whole class as directed by the teacher.
- Support children's learning through play, practical activities, exploration and adult-led experiences.
- Reinforce learning and encourage children to develop confidence, independence and positive attitudes towards learning.
- Adapt support and activities appropriately to meet individual children's needs.
- Help prepare, organise and maintain classroom resources and learning areas.
- Promote children's language, communication, social and emotional development.
- Observe children's engagement and progress and share relevant information with the class teacher.

Supporting Pupils with SEND

- Provide sensitive and consistent support to pupils with SEND, both within the classroom and, where appropriate, in other school environments.
- Follow individual support plans, strategies and recommendations provided by the class teacher, SENDCo and other professionals.
- Help pupils to access the Early Years curriculum and participate in classroom activities.
- Use appropriate strategies to support communication, interaction, emotional regulation, independence and engagement.
- Encourage pupils to develop their independence rather than becoming over-reliant on adult support.
- Monitor and communicate relevant observations about pupils' progress, development and wellbeing.
- Work collaboratively with teachers, the SENDCo and other professionals to support children's individual needs.
- Contribute to a positive, inclusive classroom environment where differences are respected and celebrated.

Safeguarding and Pastoral Support

- Promote the welfare and safety of all children at all times.
- Provide intimate care to pupils with complex needs, including with toileting, personal hygiene and ensuring their dignity and wellbeing are maintained at all times.

- Develop positive, trusting relationships with pupils while maintaining appropriate professional boundaries.
- Support children's social and emotional development and help them develop positive relationships with their peers.
- Follow the school's safeguarding, behaviour, health and safety and other relevant policies.
- Report any safeguarding or welfare concerns promptly in accordance with school procedures.
- Maintain confidentiality regarding children, families and school matters.

Teamwork and Professional Development

- Work positively and collaboratively with teachers, teaching assistants, the SENDCo and wider school team.
- Communicate effectively with colleagues and contribute to discussions about children's learning and development.
- Attend relevant staff meetings, training and professional development opportunities.
- Engage positively with training linked to Early Years practice and supporting pupils with SEND.
- Reflect on practice and be willing to develop knowledge and skills in response to the needs of the children.

Early Years Responsibilities

The postholder will support the principles and practice of the **Early Years Foundation Stage**, including:

- Supporting children's communication and language development.
- Developing children's personal, social and emotional skills.
- Encouraging physical development and independence.
- Supporting early literacy and mathematical development.
- Providing opportunities for children to explore, investigate and develop their understanding of the world.
- Supporting children's creativity and expressive development.
- Recognising the importance of strong relationships and a nurturing environment in children's learning.

General Responsibilities

- Contribute to maintaining a safe, welcoming, stimulating and well-organised learning environment.
- Undertake reasonable duties associated with the role as directed by the Headteacher or class teacher.
- Comply with school policies and procedures.
- Maintain high standards of professional conduct and demonstrate a commitment to equality, diversity and inclusion.
- Participate in appropriate training and development opportunities.
- Promote the school's values and positive reputation at all times.

Safeguarding

Windhill Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undergo appropriate pre-employment and safeguarding checks, including an enhanced DBS check where applicable.