

**JOB DESCRIPTION**  
**EARLY YEARS FOUNDATION STAGE TEACHING ASSISTANT**

**POST HOLDER**

**DEPARTMENT** Primary

**RESPONSIBLE TO** Deputy Head Primary

**LINE MANAGEMENT OF** N/A

**WORKING HOURS** 37 hours

**WORKING PATTERN** 8.00am – 4.00pm  
(A half hour unpaid lunch break is included)

**SALARY:** **Level 2:** (FTE Salary FMAT Scale 3 £16,781 - £17,772)  
Actual Salary £14,676 - £15,542 per annum

**Level 3:** (FTE Salary FMAT Scale 5 £20,661 - £22,658)  
Actual Salary £18,069 - £19,815 per annum

**JOB PURPOSE** To work under the instruction/guidance of teaching/senior staff to undertake work programmes. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST**

**SUPPORT FOR PUPILS**

- Develop a positive and supportive relationship with pupils
- Be aware of the differing needs of pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

**SUPPORT FOR THE TEACHER**

- Have a sound knowledge and/or experience of the EYFS
- Use strategies, in liaison with the teacher, to support pupils to achieve Early Years Foundation Stage objectives - The Early Learning Goals
- Assist with the planning of learning activities – more specifically to be able to assist with planning to enhance outdoor learning
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Establish constructive relationships with parents/carers
- Carry out long and short observations

- Assist and take responsibility for children's, 'Learning Journals'
- Support groups within the class – e.g. phonics, circle times and focused activity learning

**SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required

**SUPPORT FOR THE SCHOOL**

- Assist with the supervision of pupils out of lesson times, including before school club and at lunch time as required
- 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
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality

**GENERAL**

- Promote and safeguard the welfare of students you come into contact with.
- 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, support and ensure equal opportunities for all.
- 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.
- To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.
- Participate in training and other learning activities and performance development as required.

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I have read and accepted this job description:

NAME:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## PERSON SPECIFICATION

**Job Title:** EYFS Teaching Assistant

**Grade:** **FMAT Scale 3 (Level 2) or  
FMAT Scale 5 (Level 3)**

Attributes	Essential	Desirable
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 3 childcare related qualification (or equivalent) <b>(For Level 3 TA's)</b></li> <li>NVQ Level 2 or equivalent in Early Years or Teaching Assistance <b>(For Level 2 TA's)</b></li> <li>Good numeracy and literacy skills, to GCSE Grade C minimum or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A first aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Some experience working and supporting children with SEN and/or Speech and Language delay</li> <li>Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</li> <li>Good understanding of the Foundation Stage Curriculum and the related assessments</li> <li>Good understanding of child development and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Current experience in an Early Years setting</li> <li>Experience in using Read Write Inc Phonics</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Ability to effectively use ICT to support learning</li> <li>Knowledge of child development from 0-5 years</li> <li>The ability to communicate effectively both orally and in writing</li> <li>Good personal organisation e.g. time management</li> <li>Ability to work independently and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Good I.C.T. skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to show initiative in a range of situations</li> <li>• Ability to work with tact and diplomacy</li> <li>• Ability to interact positively with pupils, parents and colleagues</li> <li>• Some experience of planning as part of a team</li> <li>• Ability to work with considerable accuracy and attention to detail</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to relate to and promote the ethos of the school</li> <li>• Excellent attendance and punctuality</li> <li>• The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing to undertake job related training</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Bournville Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants</li> </ul>	