



EYFS L3 Practitioner

Post title: Teaching Assistant 3					
Grade:	Grade 6	Staff responsibility:	No	Essential Car user:	No
<p>Scope of role: Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its adaptation amongst pupils. Would be expected to:</p> <ul style="list-style-type: none"> - plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate. - establish supportive and constructive relationships with pupils, parents, carers and the wider community 					
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Support for Pupils:</p> <ul style="list-style-type: none"> • Assist in the educational and social development of pupils under the direction and guidance of the class teacher and EYFS lead. • Support individual and groups of children in planned learning activities, promoting independence, engagement and inclusion. • Observe and record children's development in line with EYFS assessment frameworks (including the use of online learning journals, if applicable). • Provide care and support for young children, including personal care and hygiene routines. • Promote the development of children's language, physical, personal, social and emotional skills. • Promote and support the teaching of Early Reading and Mathematics. <p>Support for Teaching and Learning:</p> <ul style="list-style-type: none"> • Assist the teacher in the planning, preparation and delivery of learning activities both indoors and outdoors. • Independently plan for and deliver engaging and developmentally appropriate Phase One Phonics sessions, supporting children's listening and attention, sound discrimination and early phonological awareness. • Contribute to the planning and delivery of enhancements to areas of provision across the EYFS environment, in response to children's interests, next steps and seasonal or thematic learning. • Prepare and maintain learning resources and areas to support the learning environment. 					

- Set up the classroom and areas of provision before the start of the school day, and support with clearing and resetting the environment at the end of the day.
- Deliver targeted interventions with small groups of pupils, as directed by the class teacher, to support specific areas of learning and development.
- Use strategies to support children with additional needs, including those with EHCPs or requiring targeted interventions.
- Help maintain records of children's progress and contribute to planning and assessment.
- Deliver structured small-group or one-to-one activities under teacher guidance.

Support for the School:

- Work collaboratively with the EYFS team to ensure consistency and continuity of provision across the pre-school and Reception age range.
- Maintain positive relationships with parents and carers, contributing to a strong home-school partnership.
- Uphold safeguarding policies and procedures, reporting any concerns to the designated safeguarding lead. Be confident in the use of ICT to log incidents.
- Support the school's ethos and values, contributing to the wider life of the school, including attending staff meetings and training as required.

General Responsibilities:

- Maintain confidentiality in all aspects of work.
- Participate in professional development and performance management processes.
- Carry out any other duties reasonably requested by the Headteacher or EYFS Lead.

Prepared by:	Headteacher	Date:	27/05/2025
---------------------	-------------	--------------	------------

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Post Title - Teaching Assistant - Level 3

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications		
NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable	E	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	A
Experience		
Experience of working with children	E	A, I
Experience of working in a relevant classroom/service environment	E	A, I
Experience of Administrative work	D	A, I
Experience of supporting pupils with challenging behaviour	D/E	A, I
Knowledge/skills/abilities		
Ability to relate well to children	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	D	A, I
Organisational skills	E	A, I
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	D	A, I
First Aid/Paediatric First Aid Certificate	D	A
Administrative skills	E	A, I
Knowledge of Early Years Foundation Stage	E	A, I
Knowledge of strategies, for example numeracy and literacy	E	A, I
Ability to make effective use of ICT	E	A, I
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I
Flexible attitude to work	E	A, I
Other		
Commitment to undertake in –service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	R
Note: We will always consider your references before confirming a job offer in writing		

Date created: 13/02/2023