** Teaching Assistant Vacancy**

**EYFS**

 **(Level 2b Grade 5)**

**Permanent Vacancy for TA2b**

**32 hours per week term time only**

**Plus 2.5 hours welfare post in addition**

**4 hr minimum variable contract**

Closing Date: Monday 7th July 2025 @ Noon

Interviews: Wednesday 9th July 2025

Start Date: 1st September 2025

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| **In addition to the following duties, the level 2b teaching assistant may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post** |
| Support for Pupils* Under the general supervision and direction of the teacher to implement learning activities for individuals and groups of pupils.
* To undertake activities in order to monitor the personal social and emotional needs of pupils.
* To develop positive relationships with pupils to promote pupil progress and attainment.
* To assist in the devising of pupil's individual targets and their monitoring and review.
* Support pupils as part of a planned inclusion programme
* To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different areas of the early years curriculum.
* To assist in the development of varying skills that support pupils' learning.
* To assist in the specific medical/care needs of pupils when specific training has been undertaken.
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| Support for the Teacher* To monitor and record pupil progress and developmental needs.
* To produce relevant classroom resources.
* To undertake classroom administrative tasks including the maintenance of records.
* To assist in pupil supervision and assist in the management of pupil behaviour.
* To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
* To provide information to the class teacher to assist in the planning of work programmes.
* To liaise with the school's nominated person in respect of pupil absence.
* To assist with the arrangements for out of school learning activities including the administration of work experience.
* To provide clerical and administrative support including the collection and recording of money.
* To complete observations and regularly update online Tapestry journals for individuals.
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| Support for the School* To assist in providing an atmosphere in which effective learning can take place.
* To support the promotion of positive relationships with parents, carers and outside agencies.
* To work within school policies and procedures.
* To attend staff training as appropriate.
* To take care for their own and other people's health and safety.
* To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

-- To undertake a commitment to Safeguarding |

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| Support for the Curriculum* To assist the delivery of educational and developmental work programmes, including high quality letters and sounds teaching.
* To support the use of ICT in learning activities including Tapestry
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Specific to the Post

* To assist the delivery of the EYFS framework
* To assist in creating an exciting learning environment that supports children’s learning and development both indoors and outdoors
* Experience of working with children in an Early Years setting
* To undertake key worker responsibilities as part of their role
* To work in partnership with our SENCO and 1:1 with SEN children

**Person Specification**

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| **Personal Attributes required****(on the basis of the job description)** | **Essential (E)****or****Desirable (D)** | **To be identified by:****(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
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| NVQ level 2 or above qualification –appropriate to the post (or equivalent) | E |       |
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| **Experience** |  |  |
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| Experience of working with or caring for children of relevant ageExperience of working in a relevant classroom/service environmentExperience of Administrative workExperience of supporting pupils with challenging behaviour | EEDD |                      |
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| **Knowledge/skills/abilities** |  |  |
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| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard | E |       |
| Ability to relate well to children | E |       |
| Ability to work as part of a team | E |       |
| Good communication skills | E |       |
| Ability to supervise and assist pupilsTime management skillsOrganisational skillsKnowledge of classroom roles and responsibilitiesKnowledge of the concept of confidentialityPaediatric First Aid CertificateAdministrative skillsKnowledge of Early Years Foundation Stage Good numeracy and literacy skillsAbility to make effective use of ICT Flexible attitude to work | EEEDEEDEEEE |                                               |
| **Other** |  |  |
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| Commitment to undertake in –service developmentCommitment to safeguarding and protecting the welfare of children and young people      | EE      |                 |