

Grade Profile – Teaching Assistant/ Early Years Practitioner - Level 2a (Grade 4)

POST TITLE:	Teaching Assistant/ Early Years Practitioner 2(a)
GRADE:	Grade 4
CAR USER:	N/A
LOCATION:	Teddy's Nursery, Broughton Church of England Primary School, Church Lane, Broughton, Preston PR3 5JB
RESPONSIBLE TO:	Early Years Phase Leader / Headteacher
STAFF RESPONSIBLE FOR:	N/A
JOB PURPOSE: The main objectives to be achieved by the Postholder	
To work as part of the school's Early Years team to provide a safe, stimulating, and nurturing environment for children aged 3–5 years. The postholder will support children's learning, development, and wellbeing in line with the Early Years Foundation Stage (EYFS), contributing to the delivery of high-quality early education that prepares children for Reception and beyond.	
MAIN ACTIVITIES: What the Postholder will actually do What prescribed duties the Postholder will do	
1. Supporting Learning and Development - Assist the Nursery Teacher in planning and delivering engaging, age-appropriate activities in accordance with the EYFS framework. - Support children's learning through purposeful play, conversation, and high-quality interactions. - Observe and record children's progress, contributing to individual assessments and planning next steps in learning. - Promote early language, literacy, numeracy, and personal, social and emotional development through daily routines and focused activities. - Encourage independence, curiosity, and a love of learning. 2. Safeguarding and Welfare - Ensure the safety, wellbeing, and inclusion of all children at all times. - Follow the school's safeguarding and child protection policies and report any concerns promptly. - Supervise children both indoors and outdoors, ensuring a safe and stimulating environment. - Assist with personal care routines where necessary (e.g. toileting, dressing, mealtimes). 3. Partnership and Communication - Work collaboratively with the Nursery Teacher, Early Years Lead, and wider school staff to support consistent approaches to teaching and care. - Establish positive relationships with parents and carers, providing regular feedback about children's development and daily experiences. - Participate in staff meetings, INSET days, and training sessions as required. 4. Learning Environment and Resources - Help prepare and maintain a well-organised, inclusive, and creative learning environment, both indoors and outdoors. - Set up and clear away resources and equipment, ensuring materials are safe, clean, and accessible.	

- Contribute to displays and the celebration of children's work.

5. Professional Conduct

- Model the school's ethos, values, and high standards of behaviour and care.
- Maintain confidentiality at all times and uphold professional boundaries.
- Show initiative, reliability, and a commitment to professional development.
- Follow school policies and procedures, including behaviour, health and safety, and equal opportunities.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

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.

Person Specification Form

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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)
Level 2A qualification in Early Years Education and Childcare (or equivalent recognised by Ofsted).	E	A
Experience working with 3–5-year-olds in an early years or school-based setting.	E	A/I
Sound understanding of the EYFS and child development.	E	A/I
Ability to engage and inspire young children through creative, hands-on experiences.	E	A/I
Strong communication and teamwork skills.	E	A/I
Awareness of safeguarding, inclusion, and equality of opportunity.	E	A/I
Paediatric First Aid Certificate.	D	A
Experience supporting children with SEND and/or English as an Additional Language.	D	A/I
Training in phonics, early literacy, or communication support.	D	A/I
Experience of Forest Schools.	D	A/I
Actively support the ethos in our Church of England Primary School	E	A/I

