Person Specification and Job Description

EYFS Teaching Assistant

School: Long Sutton C of E Primary School

Main purpose

To provide high-quality support to the Reception class, ensuring a safe, nurturing, and stimulating environment for young learners. The role involves working closely with the class teacher to implement the Early Years Foundation Stage (EYFS) curriculum and support the holistic development of children.

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|  | **Essential** | **Desirable** |
| **Qualifications**  | * good basic education to GCSE level in literacy and numeracy, or the equivalent
* Level 2 or 3 Childcare and/or Education
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| **Experience** | * Experience working with children in a school or nursery setting
 | * Experience of working within a Reception class or KS1
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| **Knowledge and Understanding** | * The EYFS curriculum
* Supporting children learning through play
* child development and the ways in which children learn;
* behaviour management strategies;
* equal opportunities
* safeguarding
 | * Experience of teaching phonics and early Maths
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| **Skills** | * Good communication skills, both verbal and written
* Ability to engage and motivate young children
* Understanding of child development stages
* Patience and empathy
 | * Ability to assist with curriculum planning
* Familiarity with SEN (Special Educational Needs) support
* Experience in creating stimulating learning environments
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| **Personal Qualities** | * Flexible and adaptable
* Ability to work well in a team and independently
* Organizational skills
 | * Creative approach to learning
* Interest in continuous professional development
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**Key Responsibilities:**

1. **Classroom Support:**
	* Assist the class teacher in delivering engaging and developmentally appropriate lessons in line with the EYFS framework.
	* Support individual, small group and class activities, ensuring all children are included and engaged.
	* To teach small groups and at times the whole class under direction of the class teacher.
2. **Child Development:**
	* Observe and record children’s progress, contributing to their learning journals.
	* Provide tailored support for children with additional needs, working closely with SEN coordinator where necessary.
3. **Environment Management:**
	* Help maintain a safe, clean, and organised classroom environment.
	* Prepare and set up resources and materials for daily activities.
	* To pack up, clear and tidy resource during and at the end of the day
4. **Pastoral Care:**
	* Build strong relationships with children, fostering a positive and caring atmosphere.
	* Support children in developing social and emotional skills, including conflict resolution and self-regulation.
5. **Collaboration:**
	* Work collaboratively with the teaching team to plan and deliver the curriculum.
	* Communicate effectively with parents and caregivers, sharing updates on children’s progress when required.
6. **Professional Development:**
	* Attend staff meetings, training sessions, and workshops to enhance skills and knowledge.
	* Stay updated with best practices in early years education.