

## Teaching Assistant – Early Years

July 2025

### Purpose

As an Early Years Teaching Assistant, your mission is to support the holistic development of young children by creating a nurturing and stimulating learning environment. By collaborating closely with lead teachers and parents, you strive to ensure each child feels valued, confident, and prepared for their educational journey.

### Key Accountabilities

You will work under the instruction/guidance of teaching/Early Years Coordinator to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils in the classroom. Work may be carried out in the classroom or outside the main teaching areas. The age range is one to five. Some responsibilities:

- To work under the direction of the teacher; assist the measuring, impact and evaluation of teaching and learning.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage the pupils to interact with others and engage in activities led by the teacher.
- 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.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of pupils' work.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development 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.
- Provide written reports as required for statement reviews.
- Assist with the planning of learning activities.
- Establish constructive relationships with parents/carers.
- Other required.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Native English speaker.</li> <li>• Excellent verbal and written communication skills in English.</li> <li>• Ability to work effectively with students of various ages and skill levels.</li> <li>• Patience, empathy, and a positive attitude towards teaching.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A university degree in Early Years, Education, Languages, or a related field.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience as a Teaching Assistant or in a similar role in Early Years.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• What we expect of you: Open mindset, Excellence, Accountability, Effort, and Respect &amp; Solidarity (Meres Values)</li> </ul>

## Key Stakeholders:

**Internal –**

**External –**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....