

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Teacher Assistant	Reference: February 2026
Function/Department	Early Years (Infant Care)	Location: AIS
Manager Title	Head of Early Years	
Position Type	Permanent	
Position Status	Full Time	

Specific Responsibilities

Under the direct supervision of the Head of Early Years, the Infant Care Teacher Assistant shall be responsible to:

- Assist with supervision of infants at all times in classroom, changing area, and playground
- Assist in developing and implementing daily and weekly activities that meet the physical, emotional, intellectual and social needs of the children in the program
- Engage children in singing, storytelling, movement, and social activities with the carer and peers
- Assist in caregiving routines (feeding, nappy changing, sleeping) in a safe manner as specified in the program's policies
- Assist with timely documentation of daily needs, observations, and developmental milestones
- Assist in maintaining effective communication with parents and other staff
- Assist in settling in new children, assuming the role of a "settling buddy", or key person
- Respond to children's needs in a sensitive, caring and respectful manner at all times
- Assist in establishing routines in collaboration with parents
- Provide a safe and secure environment
- Other duties as directed

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Qualifications & Skills

- Experience of working in an infant care program with children from 2 months of age.
- Able to communicate effectively in spoken and written English.
- Certificate in Infant care or Early Childhood would be an advantage

Contacts

- Infants, Toddlers, Parents, Staff

Working Conditions

- Work days: Mondays to Fridays
- Working hours: 8 hours per day
- Between 7:30 am to 6:30 pm and other times as directed by the Head of Early Years

Terms of Employment

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- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **during prescribed school holidays and additional annual leave to be taken as agreed with Head of Early Years**
- Medical Benefits: **Group Medical Insurance**
- Medical & Hospitalisation Leave: **60 days**
- Probation Period: **1 term**
- Reference Check: **Required**
- Background check: **Required**