

Role Profile

Teaching Assistant

Location: Colegio Internacional Meres

Department: Early Years

Reporting To: Early Years Coordinator

What you'll be doing

Role 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 will help ensure each child feels valued, confident, and prepared for their educational journey.

Key responsibilities

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

Key responsibilities include:

- Work under the direction of the teacher; assist in measuring, assessing, and evaluating 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 pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations while promoting self-esteem and independence.
- Provide feedback to pupils regarding progress and achievement under the guidance of the teacher.
- Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans, and assist with the display of pupils' work.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities, and performance development as required.
- Accompany teaching staff and pupils on visits, trips, and out-of-school activities as required, taking 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.
- Carry out other duties as 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.

What you'll bring

Essential

Skills

- Native English speaker or has a high level of English proficiency, at least C2.
 - Excellent verbal and written communication skills in English.
 - Ability to work effectively with students of various ages and skill levels.
 - Patience, empathy, and a positive attitude towards teaching.
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Qualifications

- A university degree in Early Years, Education, Languages, or a related field.
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Experience

- Previous experience as a Teaching Assistant or in a similar Early Years role.
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Other

- What we expect: Open mindset, Excellence, Accountability, Effort, and Respect & Solidarity (Meres Values).
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Key Stakeholders you'll be working with

- **Internal:** Headteacher, Early Years Coordinator, Students, Teachers, SLT and non-teaching staff.
- **External:** Parents/carers.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA