



## Kent County Council

### Job Description: Teaching Assistant – Qualified EY Level 3

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**School:** Laddingford St Mary's Primary School & Nursery

**Grade:** KSA\* (previously KR3)

**Responsible to:** Line Manager

#### **Purpose of the Job:**

To work with the whole staff team to provide a safe, caring and stimulating environment for children.

To work with and support colleagues to enhance children's education and social development with special attention being paid to fostering positive behaviour.

To work with teachers to support and enhance teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

#### **Key Duties and Responsibilities:**

- Carry out day-to-day early years duties to ensure high standards of care, education, and safety are consistently maintained.
- Adhere to all school policies and procedures, including those related to child protection, health and safety, confidentiality, and security.
- Establish positive, informal relationships with parents and carers to actively engage them in their child's learning and development.
- Work collaboratively with school staff to provide inclusive, developmentally appropriate activities that support children's physical, emotional, social, and intellectual growth, with consideration for their cultural, ethnic, and linguistic backgrounds.
- Support the Class Teacher in delivering a curriculum that enables children to achieve their early learning goals.
- Contribute to the planning, observation, and assessment of children's progress, ensuring records are accurate, confidential, and effectively support each child's development.
- Assist in creating and maintaining a safe and engaging learning environment, including preparing and clearing learning materials, organising displays, and managing resources.
- Work with individual or small groups of children under the guidance of teaching staff, supporting learning, promoting inclusion, and providing feedback to the teacher.
- Help pupils understand instructions, encouraging independent learning and participation.
- Support the teacher in managing behaviour, keeping children focused and on task.
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Minimum of NVQ Level 3 qualification or equivalent in Early Years and Childcare Development.</li> <li>• Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience (1-2 years) of working with children</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Use basic technology</li> <li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>• The post holder must have good communications skills to be able to inform, persuade, inspire and motivate children and provide feedback to other professionals and parents as required.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>