

Learning to live, living to learn



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Hartlip Endowed Church of England Primary School (Voluntary Aided)

Headteacher: Mrs. Tracey Jerome BEd (Hons)

Shine your light on the world. Matthew 5:16

Job Description

Job Title: Early Years / Lower Key Stage 1 Teaching Assistant

Grade: KSA (Previously KR3)

Responsible to: Class Teacher and Headteacher

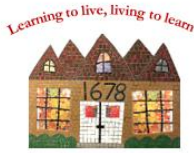
Contract: Fixed-term contract in the first instance, with the opportunity to become permanent for the successful candidate.

Hours: Ideally 8:30am to 3:30pm, Monday to Friday, term time only. Part-time arrangements may be considered.

Job Purpose

To support teaching and learning within a mixed Early Years and Lower Key Stage 1 classroom, helping to create a safe, nurturing and stimulating environment in which all children can flourish. The Teaching Assistant will work closely with the class teacher to support children's academic, social, emotional and physical development, enabling every child to achieve their full potential.





Key Responsibilities

Supporting Teaching and Learning

- Assist the class teacher in delivering high-quality learning experiences across the Early Years Foundation Stage and Key Stage 1 curriculum.
- Work with individual pupils and small groups to reinforce learning and accelerate progress.
- Support the development of early reading, writing, communication and mathematical skills.
- Promote children's curiosity, independence and confidence through play-based and adult-led learning.
- Contribute to maintaining an engaging, stimulating and well-organised learning environment.
- Prepare, organise and maintain classroom resources and equipment.

Supporting Children's Development

- Foster positive relationships with children and act as a trusted adult.
- Support pupils' personal, social and emotional development.
- Encourage positive behaviour and help children develop self-regulation skills.
- Promote independence in learning, self-care and daily routines.
- Support children during transitions, lunchtimes, educational visits and special events as required.

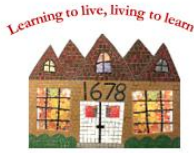
Early Years Provision

- Support child-initiated learning both indoors and outdoors.
- Engage children in purposeful play and extend learning through skilled interactions and questioning.
- Observe children's achievements and contribute to assessment evidence and learning records.
- Support the implementation of the Early Years Foundation Stage Framework.

Inclusion and SEND

- Support pupils with special educational needs, disabilities and additional needs.
- Deliver intervention programmes and targeted support under the guidance of the class teacher and SENDCo.
- Adapt activities and resources to ensure all pupils can access learning successfully.
- Promote an inclusive environment where every child feels valued and succeeds.





Safeguarding and Welfare

- Promote the safeguarding and welfare of all children.
- Follow all school safeguarding, child protection and health and safety procedures.
- Administer first aid in accordance with school procedures if appropriately trained.
- Maintain high standards of supervision and care at all times.

Working with Others

- Work collaboratively with teachers, teaching assistants and other professionals.
- Develop positive relationships with parents and carers.
- Attend relevant meetings, training and professional development opportunities.
- Contribute positively to the wider life of the school community.

Person Specification

Essential

- Experience of working with children in an Early Years or primary school setting.
- Good standard of literacy and numeracy.
- Understanding of child development and the importance of learning through play.
- Ability to build positive relationships with children, staff and families.
- High expectations of children's behaviour and achievement.
- Strong communication and teamwork skills.
- Ability to use initiative while working as part of a team.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Relevant Teaching Assistant or Early Years qualification.
- Knowledge of the Early Years Foundation Stage Framework.
- Experience of supporting children with SEND.
- First Aid qualification.
- Experience of delivering interventions or targeted support programmes.





Our School Values

The successful candidate will support the Christian vision and values of Hartlip Endowed Church of England Primary School, helping to ensure that every child is known, valued and encouraged to flourish academically, socially, emotionally and spiritually.

Hartlip Endowed Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and satisfactory references.

