

Pre-school Teaching Assistant

Job Description

At Exeter Learning Academy Trust, we are creating our future together - with **ambition, kindness** and **courage** at our heart. Together, we provide an exceptional education where every child belongs, feels connected, and leaves ready to shape a life of opportunity and choice.

Job Title	Pre-school Teaching Assistant
Grade	C
Hours	40 hours per week, 8.40am-5pm
Contract	Term time only
Reporting to	Teacher, Senior Leadership Team

Purpose of the job

We are seeking a caring, enthusiastic and proactive Pre-School Teaching Assistant to join our Early Years team. You will support children's learning, development and wellbeing within our pre-school provision, helping to create a nurturing, inclusive and stimulating environment where every child can thrive.

Working closely with teachers and colleagues, you will support play-based learning, contribute to children's progress across the Early Years Foundation Stage (EYFS), and help children develop confidence, independence and a love of learning. You will work with individual children and small groups, including those with additional needs, while supporting the day-to-day organisation of the pre-school environment.

Key responsibilities

Supporting Pupils

- Provide individual and small group support for pupils, including children with additional or special educational needs
- Help pupils to feel safe, included, valued and engaged in learning
- Support the implementation of Individual Education Plans (IEPs), behaviour plans and personal care programmes
- Build positive, respectful and encouraging relationships with pupils
- Promote pupils' independence, confidence and self-esteem
- Encourage children to interact positively with others and participate fully in learning activities
- Support pupils with emotional wellbeing, behaviour and personal development in line with school policies

- Support children's learning, development and wellbeing in line with the Early Years Foundation Stage (EYFS) framework.
- Support children's social and emotional development through positive interactions, nurturing relationships and responsive care.
- Promote children's independence, communication skills, confidence and readiness for transition into Reception.
- Monitor and record pupils' progress, behaviour and wellbeing, sharing feedback and concerns appropriately with teachers and leaders
- Observe, monitor and record children's progress and achievements, contributing to assessments and learning records as required.
- Assist children in developing knowledge, skills and attitudes in line with the curriculum and their individual learning needs
- Support pupils with personal care, hygiene and physical needs where required, ensuring dignity and wellbeing at all times
- Administer minor first aid and support with prescribed medication in line with school procedures and training

Supporting Teaching and Learning

- Deliver agreed learning activities and teaching programmes under the guidance of the teacher
- Adapt activities and support strategies to meet the needs of different learners
- Support literacy, numeracy, Foundation Stage and other curriculum-based learning activities
- Support the delivery of high-quality play-based learning experiences that promote children's development across all areas of the EYFS curriculum.
- Contribute observations of children's interests, achievements and next steps to support planning and assessment.
- Support children to access learning opportunities both indoors and outdoors.
- Help pupils to develop confidence and independence in using ICT and learning resources
- Prepare and organise classroom materials, resources and equipment to support lessons
- Assist with assessing, monitoring and recording pupils' progress and achievements
- Support pupils during assessments, routine tests and examinations as required

Supporting Teachers and the Classroom Environment

- Contribute to the creation and maintenance of a stimulating, nurturing and inclusive Early Years environment.
- Support teachers in helping pupils achieve their learning goals
- Promote positive behaviour and support pupils in taking responsibility for their actions
- Respond appropriately to incidents and behaviour concerns in line with school policies
- Provide regular and detailed feedback to teachers on pupil progress and wellbeing
- Assist with classroom displays and the presentation of pupils' work
- Support the preparation and delivery of activities and resources for both the pre-school and wraparound provision.
- Ensure learning and play resources are organised, maintained and presented to support children's independent exploration and learning.
- Build positive relationships with parents and carers
- Provide general administrative support including photocopying, filing, preparing resources and routine clerical tasks

Other

- Supervise pupils during breaktimes, lunchtimes, before and after school where needed.
- Support educational visits, trips and off-site activities under the direction of teaching staff.
- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Work collaboratively and respectfully with colleagues and other professionals
- Stay committed to learning and improvement, taking part in training and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.
- This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the postholder may be required to undertake other duties appropriate to the level of the role, as directed.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	• Good English and Maths Skills (GCSE Grade C equivalents or above) • Level 3 Early Years qualification • Current Paediatric First Aid certificate	• Prior experience of working in a school setting • NVQ 2 for Teaching Assistants or equivalent qualifications/experience • Good understanding of child development, learning and special educational needs • Evidence of a willingness to contribute to extra-curricular and enrichment programme
Knowledge & Skills	• Strong understanding of child development and the Early Years Foundation Stage (EYFS) • Ability to form positive relationships with children with social, emotional and mental health needs • Care about the wellbeing of all children; understanding and commitment to safeguarding and equality • Willingness to go the extra mile to secure high levels of pupil performance and engagement • Good interpersonal skills • Good ICT skills	• A working knowledge of the National Curriculum
Personal Qualities	• Kind, compassionate and child-centred, creating environments where everyone feels valued and always acting in pupils' best interests. • Calm, steady and positive, offering a reassuring presence and helping others to feel confident and supported, even when things are busy or challenging. • Collaborative and respectful, building trusting relationships while maintaining professionalism, discretion and confidentiality. • Flexible, adaptable and proactive, responding to changing needs with good humour, taking initiative and seeing things through. • Reflective, inclusive and open-minded, with a genuine commitment to learning, celebrating diversity and fostering a strong sense of belonging for all.	
Other Factors	• Satisfactory Safer Recruitment Checks	