

Job Description:

Early Years Teaching Assistant (Maternity Cover)

Full Time Term-Time Only | 8:30 to 3:30pm with a 30 minute lunch

Reports to: EYFS Lead / SENCO

Salary Range: H2 (Herts NJC Scale), pro-rata

Version: September 2025

Purpose of the Role

To work collaboratively with teachers as part of a professional team to support high-quality teaching and learning within the Early Years Foundation Stage (EYFS) setting including our SEN Provision, The Cocoon.

Key Responsibilities

- Deliver planned learning activities as agreed with the Assistant SENCO and Reception class teacher, adapting where necessary to meet pupils' needs.
- Participate in planning and evaluating learning activities, providing constructive feedback on pupil progress and behaviour.
- Assist in the monitoring, assessment, and recording of pupil progress.
- Prepare and organise learning resources under the direction of the teacher.
- Support pupils' social and emotional development, reporting any concerns to the teacher.
- Share relevant information about pupils with colleagues, parents/carers, and external agencies, as appropriate.
- Promote independent learning and inclusive practices for all pupils.
- Attend pupils' personal needs when required (e.g., toileting, hygiene, dressing, eating), and assist with social, welfare, and health matters, reporting issues to the teacher as needed.

Additional Duties

Post holders may also undertake some or all of the following:

- Supervise children during lunchtime, including leading games and structured activities.
- Assist with escorting pupils on school trips and educational visits.

Knowledge and Qualifications

- NVQ Level 2 or 3 (or equivalent) – Desirable
- Basic knowledge of ICT
- Awareness of safeguarding (Keeping Children Safe in Education)
- Understanding of health, well-being, and safety
- Knowledge of data protection and confidentiality
- First Aid training – Desirable
- A clear understanding of the school's ethos and values

Key Competencies

- Strong written and verbal communication skills
- Problem-solving and adaptability
- Effective teamwork and collaboration
- Active listening and motivation
- Emotional resilience and sensitivity

Safeguarding Statement

This post involves a high level of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to undergo an **enhanced DBS check** and other pre-employment safeguarding checks, including a social media screening.

Further information regarding the Disclosure and Barring Service is available in the guidance notes provided with the application form. Shortlisted candidates will receive additional details ahead of the interview process.

Performance Review

This role is subject to annual review as part of the school's Performance Management process. The duties listed above reflect the role as it currently stands; the post holder may be required to accept reasonable adjustments as the role evolves.