



'Igniting the spark to become inquisitive learners for life'
'To know more, to remember more, to achieve more'

Job Title: Teaching Assistant

Grade: 4

Hours: 16.5 hours 9-3pm Term time only

Days: Wednesday, Thursday and Friday

Job Type: Fixed Term August 2025

Job Description

- To contribute to providing an inclusive, responsive, nurturing and stimulating educational environment for children aged 2-5 as part of a great team
- To establish and develop warm, trusting and consistent professional relationships with individual children and their families/carers
- To work in partnership with families/carers, the local community and other professionals, keeping children at the heart of everything you do.

Key Tasks

- Promote Wheatley Nursery School's vision and values
- Participate as a member of the nursery team working to create an environment which promotes children's development and learning. Comply with Wheatley Nursery School's policies and procedures e.g. inclusion, child protection, health and safety and confidentiality
- Potentially act as a key worker for a small group of children
- Support and/or maintain learning journeys and records of assessment of key children's development as applicable
- Meet the needs of key children through relationships, play, interaction and physical care and to foster children's growth, self-esteem and independence
- Work with professionals from other agencies to support individual children
- Provide a nurturing, stimulating and challenging environment for children both indoors and outdoors

- Supervise and interact with children at all times in all areas, inside and out.
- Comply with the statutory framework for Early Years Foundation Stage
- Support children with special needs as required, including 1-2-1 support, in accordance with any individual plans and assist in specified programmes by agreement where necessary, e.g. speech therapy or physiotherapy
- Comply with safeguarding procedures, risk assessments and school policies within Wheatley Nursery School in line with the school and county council policies and in coordination with the Headteacher
- Reflect on personal practice, and contribute to the monitoring and evaluation of practice and provision within Wheatley Nursery School
- Promote equality of opportunity and inclusive practice.
- Have a commitment to personal and professional development
- To undertake such other duties as may reasonably be required by the Headteacher

Person Specification

Education and Training

Essential	Desirable
Good Numeracy/literacy skills	Recognised Level 2/3 qualification relevant to early years e.g. NVQ3 in early years care and education Paediatric First Aid Certificate Evidence of commitment to on-going personal and professional development Maths & English GCSE Grade C or above, or equivalent Safeguarding training

Relevant Experience

Essential	Desirable
Experience of working with young children – this could be within a professional or personal capacity	Minimum of 1-year direct experience of working with children between the ages of 2-5
Able to recognise and respond to individual children's needs, routines, interests and development	Experience of working with vulnerable children and children with Special Educational Needs.
Experience of working with parents/carers	Experience acting as a key person
Experience of working to policies, procedures, and national standards	Experience of observing and planning and record keeping for individual children's development and learning and for groups of children
Experience of working as part of a team	Able to give examples of: Recognising and responding to individual children's needs, routines, interests and development

Knowledge/ Aptitudes

Essential	Desirable
<p>Effective written, verbal and non-verbal communication skills with both adults and children</p> <p>An understanding of how young children learn and develop</p> <p>Ability to support and enhance children's learning experiences</p> <p>Ability to identify and encourage next steps in learning</p> <p>Commitment to promoting the setting's vision and values throughout provision and practice</p> <p>Commitment to inclusive provision and practice, including equal opportunities and race equality and to provision that responds to each individual child and family</p> <p>Knowledge of safeguarding procedures</p> <p>Commitment to personal professional development</p> <p>Able to maintain confidentiality at all times</p>	<p>Commitment to out of school activities e.g. fundraising and community events</p> <p>A good understanding of the Early Years Foundation Stage</p>