



Job Title: EYFS Teaching Assistant

Location: Greatham Church of England Primary School

Start Date: 20th April 2026

Contract Type: Permanent

Salary: NJC point 14-17

NJC 14 FTE £29,540

Pro Rata (actual) £24,142

Weekly Hours: 35h

Working Weeks: TTO + 5 days

About Us:

Greatham Church of England Primary School is a vibrant and inclusive school committed to providing high quality learning experiences for all pupils. At Greatham, our vision for all children is for them to reach their full potential within a caring and stimulating environment to enable them to believe in themselves, achieve their goals and develop the skills necessary to succeed in their future.

The Governing Body is looking to appoint an experienced, enthusiastic and dedicated EYFS Teaching Assistant to start in April.

We are seeking enthusiastic and experienced Early Years Teaching Assistants to inspire and support pupils within our Early Years Foundation Stage setting. The successful candidates will be compassionate and caring and will play a vital role in providing inclusive support to pupils with a range of learning needs, ensuring all children have equal access to high-quality nursery education and opportunities for success.

The successful candidate **must** have experience of working as a teaching assistant in a school setting. Your role may include intimate care with personal hygiene and toileting needs.

You will also assist the teaching staff in the preparation of the learning environment, liaising with parents and maintaining pupil records. You will also be responsible for supporting children at playtimes and lunchtimes.

Key Responsibilities:

- Build positive relationships with the Early Years teacher to support the implementation of individualised care and learning plans for children of varying needs and abilities.
- Provide one-to-one and small group support to help children overcome developmental or learning barriers and make progress in line with the Early Years Foundation Stage (EYFS).
- Assist in preparing and adapting play-based learning activities and resources to meet the individual needs and interests of children, ensuring readiness for daily sessions.
- Support with supervision during snack, lunch, and outdoor play times, promoting safety and positive social interactions.
- Engage actively with children in their learning and play, fostering curiosity, creativity, and confidence through hands-on involvement and positive rapport.
- Create a nurturing, inclusive environment where every child feels valued, respected, and encouraged to develop socially, emotionally, and academically.

- Maintain accurate records and clerical support as required, including observations, progress tracking, and contributions to learning records.

Our ideal candidate will have:

- Previous experience of working in a similar role within an Early Years Education setting.
- A recognised qualification to support teaching and learning.
- A passion for working with young children and a commitment to promoting well-being and academic development ensuring every pupil is supported to fulfil their potential and flourish.
- Have excellent communication and interpersonal skills, with the ability to form strong and supportive relationships with children.
- Demonstrate patience, empathy and a positive attitude towards overcoming challenges.
- A resilient, proactive and positive nature.
- High levels of enthusiasm, energy and positivity when working with children.

Closing Date for Applications: 9am Monday 2nd February 2026

Interviews: Tuesday 10th February 2026

Position Available: 20th April 2026

If you have the skills and drive to be successful in this role, please contact school on 01429 870254. If you need any further information, please contact us at: office@greathamprimary.org.uk

Visits to school are encouraged, please email us and we will arrange a time.

For more information about us, please visit <https://greathamceprimary.org.uk>

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks. Greatham Church of England Primary School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

Teaching Assistant Job Description

POST:	Teaching Assistant Permanent NJC point 14 35hpw 190 days TTO + 5 days
SALARY GRADE:	NJC
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	<p>To work under the direction of SLT, Class Teachers and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of learning process for all pupils including those with additional needs.</p> <p>The post holder will work in classes or other appropriate locations with access to support and guidance, supervising groups and/or individual pupils.</p> <p>The post holder should be committed to full inclusion for all pupils and should have a good understanding of the barriers to learning which may affect certain pupils.</p>
ACCOUNTABILITIES/MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Assist in the planning and evaluation of learning activities with the teacher. Deliver learning activities for individuals and groups of pupils under the direction and supervision of a qualified teacher, differentiating and adapting learning programmes to support the needs of pupils. • Supervising pupils with SEND, ensuring their safety and ability to access learning activities and understand the information presented. • Working towards pupils individualised targets set out within the EHCP, in liaison with the class teacher and SENCO. • With the class teacher, plan and deliver small group interventions and group teaching activities with clear objectives and appropriate learning outcomes for all pupils. • Aiding the execution of education plans suitable to each pupils' learning objectives. • Monitor and record pupil responses and learning achievements and give appropriate feedback to teachers towards the overall assessment of pupil progress and attainment. • Helping pupils understand instructions and school work using techniques that work for them. • Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning. • Support and assist in the development and implementation of appropriate behaviour management strategies. • Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison, as directed by the class teacher. • Support pupils in their social and emotional wellbeing in implementing relevant social, healthy and physical

	<p>programmes, including those with health, social and physical needs.</p> <ul style="list-style-type: none"> • Together with the class teacher, ensure that learning environments and displays effectively support and challenge all learners. • Escort and supervise pupils on educational visits and out of school activities under the supervision of the class teacher. • Undertake break and lunch supervision as required.
Communication	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals. • Initiate appropriate and effective communication with the class teacher and other professionals, forging and sustaining relationships across agencies.
Sharing Information	<ul style="list-style-type: none"> • Assess, record and report on pupils' attainment and progress within assessment and reporting processes. • Participate in meetings with other staff external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters. • Assist in the induction and development of classroom support staff, cascading information and good practise. • Pay due regard and professional boundaries, maintaining appropriate levels of confidentiality. • Participate in staff meetings. • Share information confidentially about pupils with teachers and other professionals as required.
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> • Carry out tasks associated with pupils' personal hygiene and welfare, including personal intimate care, physical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.
Administration/Other	<ul style="list-style-type: none"> • Assist the class teacher and work as directed in preparation of the classroom and resources for planned work to take place. • Undertake routine clerical duties as required. • Support the use of ICT and adhere to relevant policies. • Ensure up to date and accurate pupil data is logged on ICT data bases as appropriate. • Participate in appraisal, training and other CPD activities.
Data Protection	<ul style="list-style-type: none"> • To comply with Melrose Learning Trust policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment. • Administer First Aid when required.
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils.

	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with the respect for their diversity, culture and values.
Flexibility	<ul style="list-style-type: none"> • The school provides front line services, which recognises the need to respond flexibility to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust policies and procedures.
Customer Service	<ul style="list-style-type: none"> • The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires all staff to offer a professional level of service at all times.

Teaching Assistant Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Good understanding of child development and learning processes • Understanding of individual children and young people's needs • An understanding that children/young people have differing needs and knowledge of inclusive practise • A good understanding of Primary education in EYFS, Key Stage 1 and Key Stage 2 and its curriculum • Confidence in work with ICT; which will including communicating via online platforms 	<ul style="list-style-type: none"> • Knowledge of Behaviour Management techniques • Knowledge of Child Protection policies and procedures • Knowledge of Health & Safety Legislation • Knowledge and interest in other relevant skills and curriculum areas e.g. art/music/sport/RE/SEND • Knowledge of phonics • Knowledge of SEND Code of Practice 2014
Experience <ul style="list-style-type: none"> • Experience working with children in an EYFS education setting • Experience of teaching small and large groups of children • Evidence of experience of working with children with Special Educational Needs • Experience of improving outcomes for pupils through teaching and effective support • Experience of inclusive practice 	<ul style="list-style-type: none"> • Experience of delivering evidence-based interventions that accelerate learning • Experience of leading and supporting others
Personal Qualities <ul style="list-style-type: none"> • Dedicated to high standards and expectations • Demonstrable interpersonal skills • Ability to work successfully in a team • Ability to nurture and care • Punctual and hard working • Confidentiality • Creativity • Flexibility • Ambition to develop career 	
Occupational Skills <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with staff, children, parents and carers • Positive and decisive behaviour management skills • Good reading, writing and numeracy skills 	<ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe
Qualifications <ul style="list-style-type: none"> • Level 3 Teaching Assistant Qualification i.e. Level 3 diploma for the EY Educator, Level 3 diploma in Childcare in Education, any level 3 qualification listed on the DfE Early Years Qualifications list. 	<ul style="list-style-type: none"> • Other relevant qualifications • Higher Level qualifications • Appropriate first aid training.
Other Requirements	

<ul style="list-style-type: none">• Enhanced DBS clearance• To be committed to the schools' policies and ethos• To be committed to Continuing Professional Development• Motivated to work with children• Ability to form and maintain appropriate relationships and personal boundaries with children• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintaining discipline• An empathy for equality and diversity	
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