MANOR LEAS INFANT SCHOOL

JOB DESCRIPTION FOR NURSERY TEACHING ASSISTANT

Manor Leas Infant School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The Teaching Assistant will:

- Work under the guidance of the Lead Teaching Assistant and EYFS Lead to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Use relevant strategies to support the achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND), under the guidance of the EYFS Lead and SENCO, where appropriate
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Deliver the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Teach small groups of pupils, including intervention groups, with the support and under guidance of the EYFS Lead
- Assess pupil performance and share relevant information with parents, Lead Teaching Assistant and the EYFS Lead
- Use ICT skills to record and advance pupils' learning
- Undertake any other relevant duties given by the EYFS Lead or Lead Teaching Assistant
- To lead some whole-class teaching (under guidance of the EYFS Lead) as and when appropriate
- Prepare and assess specific lessons (under guidance of the EYFS Lead) as and when appropriate

Planning

- Monitor, record and report pupil performance and progress as appropriate
- Read and understand lesson plans shared prior to lesson
- Prepare the classroom for lessons
- Consider how they will support the inclusion of pupils in the learning activities
- Provide feedback to the Lead Teaching Assistant and EYFS Lead regarding pupil progress
- Plan how they will support the inclusion of pupils in the learning activities

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Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers, with the support of the EYFS Lead if necessary
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by EYFS Lead, where applicable
- With the EYFS Lead, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Health, safety and discipline

- Promote the safety and wellbeing of pupils, in accordance with the Health and Safety policy and procedures
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment, in accordance with the behaviour policy
- If applicable, serve food in line with health and safety standards and ensure that the dietary requirements of pupils are met
- Ensure all duties and responsibilities are undertaken in line with the school's relevant policies

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Carry out intimate care in accordance with school policy

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Notes:

This job description may be amended at any time in consultation with the postholder.

Next review date: September 2026

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role.

Headteacher/line manager's signature: **Postholder's signature:**

C. Turner

Date: **Date:** _____