Cedarwood Primary School

Teaching Assistant with EYFS & KS1 Experience

Job Description and Person Specification

About the Role

Cedarwood Primary School is seeking an enthusiastic, caring and committed Teaching Assistant with experience in the Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1), including supporting pupils with special educational needs and disabilities (SEND). The successful candidate will work closely with teachers and other professionals to provide inclusive, stimulating learning experiences and help every child thrive.

Job Description

Supporting Teaching and Learning

- Support high-quality teaching and learning.
- Work with class teachers to deliver engaging, developmentally appropriate child-initiated and adult-led activities.
- Support communication, language, early literacy, phonics, reading and mathematical development.
- Deliver targeted individual and small-group interventions under the teacher's direction.
- Encourage curiosity, confidence, independence and positive engagement in learning.
- Observe, assess and record progress, contributing to learning journeys, assessment evidence and transition information.
- Prepare resources and maintain stimulating indoor and outdoor learning environments.

Supporting Pupils with SEND

- Provide inclusive support for pupils with SEND, adapting activities and resources to individual needs.
- Promote pupils' independence, confidence, communication, social interaction and emotional wellbeing.
- Work with teachers, the SENDCo and other professionals to implement agreed strategies and support programmes.
- Use consistent, positive approaches to behaviour and emotional regulation.

Pupil Wellbeing and Inclusion

- Build respectful, trusting relationships with children, families and colleagues.
- Promote acceptance, self-esteem, safety and an inclusive learning environment.
- Support personal, social and emotional development and effective transition into KS1.
- Meet pupils' welfare and personal care needs where required, with dignity and respect.

Professional Responsibilities

- Communicate effectively with teachers and professionals about pupils' needs and progress.
- Maintain appropriate records and uphold safeguarding, confidentiality, data protection and health and safety procedures.
- Take part in meetings, training and professional development.
- Contribute to school life, educational visits, playground supervision and other appropriate duties.

Person Specification

Qualifications and Training

Essential

- GCSE English and Mathematics at Grade C/4 or above, or equivalent.
- Relevant EYFS / KS1 training and commitment to ongoing professional development.

Desirable

- Recognised Level 2 or 3 qualification in Early Years or Supporting Teaching and Learning.
- Training in phonics, speech and language, SEND or nurture approaches.

Experience

Essential

- Recent Teaching Assistant experience in EYFS or KS1 in a primary school.
- Experience supporting pupils with SEND and adapting provision to individual needs.
- Experience supporting communication, language, early literacy and mathematics.
- Experience promoting positive behaviour, wellbeing and engagement in learning.

Desirable

- Experience delivering phonics or other targeted interventions.
- Experience supporting transition from EYFS to KS1.
- Experience supporting speech, language and communication needs.

Knowledge and Skills

Essential

- Sound knowledge of the KS1 National Curriculum.
- Understanding of inclusive practice and strategies for supporting pupils with SEND.
- Ability to adapt activities for different abilities and support phonics, English and mathematics.
- Ability to observe, assess and record learning and provide useful feedback.
- Strong communication, organisation, teamwork, time-management and IT skills.
- Ability to build positive relationships and manage behaviour consistently.
- Understanding of safeguarding, confidentiality and professional conduct.
- Familiarity with phonics programmes and early reading interventions.

Desirable

- Knowledge of approaches for autism, sensory needs and emotional regulation.

Personal Qualities

Essential

- Caring, patient, nurturing and enthusiastic about helping young children thrive.
- Calm, positive, reliable, flexible and hardworking.
- Committed to inclusion, pupil wellbeing and the school’s values and ethos.
- Able to use initiative, work independently and collaborate effectively.

Safeguarding and Additional Requirements

Cedarwood Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate must share this commitment, follow school safeguarding procedures and complete appropriate pre-employment checks.

Job share applications will be considered.