

Job Description
Teaching Assistant - Grade 2

Job Purpose

To work collaboratively with the Nursery lead and EYFS lead in their responsibility for the development and education of children, including those with special education needs, disadvantaged, EAL and/or those who are most able, by utilising detailed knowledge and specialist skills and being fully involved in all stages of the planning cycle.

Outline Responsibilities and Tasks

- Implement planned learning activities as agreed with the Nursery manager, adjusting activities according to pupils' responses and resolving related problems as appropriate.
- Support the Nursery staff in monitoring, assessing and recording pupil progress/activities.
- To take responsibility for a key worker group (Nursery).
- To gather evidence and track the progress of children.
- To ensure next steps in learning are identified.
- Support pupils social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the Nursery manager or deputy manager.
- Share information about pupils with other staff, parents/carers, as appropriate.
- Understand and support independent learning and inclusion of all pupils as required including those with SEND, EAL, disadvantaged and most able.
- To have high regards to Harvington C of E First and Nursery School's vision, values and SDIP.
- Demonstrate a thorough knowledge of safeguarding procedures ensuring procedures are adhered to whilst maintaining confidentiality.
- Demonstrate and adhere to the school's health and safety policies and procedures.
- Follow all school policies, especially safeguarding and behaviour.
- To have a good working knowledge of the Early Years Foundation Stage and Ofsted requirements.
- To ensure that best practice is employed within our Early Years Setting.
- To provide a warm, caring and stimulating environment for the children.
- To build strong links with parents.
- To work effectively within a team giving support to colleagues.
- To attend and contribute to staff training.
- To attend events specifically related to the school, as defined by the Head, including those outside of allocated school hours such as Parents Evenings, EYFS meetings, school performances etc as necessary

Qualifications

GCSE English and maths qualification or equivalent.

Recognised Level 2 EYFS qualification.

Willingness to undertake further training as required by the school.

A commitment to developing own learning development/continued professional development.

Supervisory Responsibility

None unless cover supervision training completed.

To lead in a non-curricular subject area within school.

Signed (TA)

Signed (HT/DH)

Date

Updated June 2026