



## **Job Title and Level**

### **Level 3 Early Years Teaching Assistant**

Pay Scale: TA3

## **Main Purpose of the Role**

The Level 3 Early Years Practitioner at Chaddesley Corbett Endowed Primary School plays a vital role in nurturing and supporting the development of children aged 3 and 4 within our Pre-school setting. As a key member of the early years team, the practitioner will deliver high-quality care and education in line with the Early Years Foundation Stage (EYFS) framework. This role is integral to creating a safe, inclusive, and stimulating learning environment that reflects the school's semi-rural context, values, and vision of fostering a supportive and enriching education for every child. The practitioner will contribute to the holistic development of pupils, including those with special educational needs and disabilities (SEND), ensuring that all children have opportunities to thrive both indoors and outdoors in our large grounds.

## **Key Responsibilities and Duties**

### **Early Years Support and Education**

- Work directly with 3 and 4 year olds in the Pre-school setting, supporting their learning and development in accordance with the EYFS framework.
- Deliver planned activities and play experiences that promote children's communication, physical, social, and cognitive development.
- Support children to develop early numeracy and literacy skills through engaging and age-appropriate activities.
- Facilitate a balance of adult-led and child-initiated play, including outdoor learning opportunities that reflect the school's spacious grounds.

### **Inclusion and SEND Support**

- Support children with additional needs, including those with Education, Health and Care Plans (EHCPs) and those accessing the enhanced mainstream autism base.
- Work collaboratively with the SEND team and other colleagues to personalise learning approaches and ensure all children's needs are met sensitively and effectively.

### **Safeguarding and Wellbeing**

- Maintain a safe, nurturing environment for all children, promoting positive behaviour and emotional wellbeing.



- Follow school safeguarding policies and procedures rigorously, acting promptly on any concerns.

### **Teamwork and Communication**

- Collaborate with teachers, support staff, and parents to share observations and support children's progress.
- Participate in staff meetings, training, and professional development activities to continually improve practice.

### **Operational Duties**

- Work three days a week (initially Wednesday to Friday), with flexibility to adjust based on the needs of the school.
- Hold a full and relevant Level 3 EYFS qualification to be included in the statutory staffing ratio.
- Assist with daily routines such as snack times, toileting, and transitions to ensure smooth operation of the Pre-school setting.

### **Skills and Competencies**

- **Qualification:** Must hold a full and relevant Level 3 EYFS qualification enabling inclusion in the statutory staffing ratio.
- **Communication:** Excellent interpersonal skills to engage effectively with young children, parents, and colleagues.
- **Child-Centred Approach:** Commitment to creating a warm, responsive, and inclusive environment that respects each child's individuality.
- **Teamwork:** Ability to work collaboratively within a multidisciplinary team, valuing each member's contribution.
- **Adaptability:** Flexibility to respond to the changing needs of children and the school's operational requirements.
- **Observation and Assessment:** Skilled in observing children's development and contributing to formative assessments to inform planning.
- **Knowledge of EYFS:** Strong understanding of the Early Years Foundation Stage framework and best practises in early childhood education.
- **Behaviour Management:** Confident in supporting positive behaviour and promoting social and emotional development.
- **Outdoor Learning:** Enthusiasm and ability to utilise the school's large outdoor spaces to enhance children's learning experiences.

### **Professional Development**

Chaddesley Corbett Endowed Primary School is committed to the continuous professional growth of its staff. The Level 3 Early Years Practitioner will have access to:



- Ongoing training related to EYFS updates, SEND, safeguarding, and inclusive practice.
- Opportunities to participate in school-led professional development sessions and external courses.
- Supportive mentoring and coaching from experienced colleagues and leadership to enhance skills and career progression.
- A culture that values reflective practice and innovation in early years pedagogy aligned with the school's vision for nurturing lifelong learners.

## **Safeguarding**

Safeguarding and promoting the welfare of children is a fundamental responsibility at Chaddesley Corbett Endowed Primary School. The Level 3 Early Years Practitioner will:

- Adhere strictly to the school's safeguarding policies and statutory guidance to ensure children's safety at all times.
- Be vigilant and proactive in identifying and reporting any signs of abuse, neglect, or safeguarding concerns in line with designated safeguarding lead procedures.
- Foster a safe and supportive environment where children feel secure to express themselves and develop confidence.
- Participate in safeguarding training and updates as required to maintain high standards of child protection awareness.

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This job description reflects the vital role of the Level 3 Early Years Practitioner in delivering high-quality early education within a caring, inclusive, and rural primary school setting. It aligns with Chaddesley Corbett Endowed Primary School's commitment to nurturing every child's potential in a supportive community.