



Job Title and Level

Level 3 Early Years Teaching Assistant (inc Holiday Club hours)

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 supporting the development and learning of our youngest pupils, specifically working in the Nursery with 2-year-olds. This position is central to delivering high-quality early years care and education in line with the Early Years Foundation Stage (EYFS) framework. The practitioner will foster a nurturing, safe, and stimulating environment that aligns with the school's vision and values, supporting children's social, emotional, physical, and cognitive development.

Given the school's semi-rural setting, enhanced mainstream autism base, and inclusive ethos, the role also requires flexibility to support wider school needs during periods of lower nursery attendance. This includes supporting other year groups, covering Teaching Assistants (TAs), and delivering targeted interventions to promote achievement and inclusion across the school.

Additionally, there is a requirement for the practitioner to work some days in holiday club (to be confirmed at interview).

Key Responsibilities and Duties

Nursery Early Years Support

- Provide high-quality care and education to 2-year-old children in the Nursery from 9am to 3pm, ensuring all activities meet EYFS standards.
- Plan and deliver age-appropriate learning experiences that promote children's development across all areas, including communication, language, physical development, and personal, social, and emotional growth.
- Use formative assessment to observe and record children's progress, tailoring support to individual needs and sharing information with key staff and parents.
- Maintain a safe, welcoming, and stimulating environment indoors and outdoors, supporting children's curiosity and exploration.
- Implement the key person approach to build secure, responsive relationships with children and families.

School-Wide Support and Flexibility

- During periods of lower nursery attendance (notably in the autumn term), support other year groups by covering Teaching Assistants and assisting in various classroom and playground duties as required.



- Deliver targeted intervention sessions across the school to support pupils' learning and development, particularly those with additional needs or requiring extra support.
- Work collaboratively with teachers, TAs, and the SEN team to ensure continuity of support for children with Education, Health and Care Plans (EHCPs) or other special educational needs.
- Contribute to whole-school initiatives promoting inclusion, well-being, and positive behaviour in line with the school's values.
- To work additional hours in the holiday club to support provision and enhance children's experiences during school holidays.

General Duties

- Support the health, safety, and welfare of all pupils, adhering to school policies and statutory requirements.
- Engage positively with parents and carers to foster strong home-school partnerships.
- Attend relevant meetings, training sessions, and contribute to ongoing professional development.
- Maintain confidentiality and professionalism at all times.

Skills and Competencies

- **EYFS Expertise:** Hold a full and relevant Level 3 EYFS qualification with a strong understanding of early childhood development and the EYFS framework.
- **Communication:** Excellent interpersonal and communication skills to engage effectively with young children, colleagues, parents, and external professionals.
- **Flexibility and Adaptability:** Ability to work confidently across different year groups and roles, including delivering interventions and covering TAs when nursery numbers are low.
- **Observation and Assessment:** Skilled in observing young children, recording progress, and using assessments to inform planning and intervention.
- **Teamwork:** Collaborative mindset to work as part of a multidisciplinary team within an inclusive school environment, supporting children with diverse needs including those in the autism base.
- **Behaviour Management:** Understanding of positive behaviour management strategies appropriate for early years and primary-aged children.
- **Commitment to Inclusion:** Empathy and commitment to supporting children with SEND and promoting equality and diversity in line with school values.
- **Organisational Skills:** Ability to manage time effectively, prioritise tasks, and maintain a safe, orderly learning environment.
- **Outdoor Learning:** Enthusiasm for supporting outdoor play and learning in the school's extensive grounds to encourage physical development and exploration.

Professional Development



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

- Regular training opportunities tailored to early years pedagogy, SEND, and intervention delivery.
- Support for further qualifications and career progression within the school or wider educational settings.
- Collaborative learning environments through team meetings, mentoring, and sharing best practice.
- Opportunities to contribute to school development initiatives that reflect our vision of nurturing every child to thrive in a supportive community.

Safeguarding

Safeguarding is a paramount. The post holder must:

- Prioritise the safety and welfare of all children, maintaining vigilance and adhering strictly to the school's safeguarding policies and statutory guidance (including Keeping Children Safe in Education).
- Recognise signs of abuse or neglect and report any concerns promptly to the designated safeguarding lead.
- Create a secure and trusting environment where children feel safe to express themselves and develop confidence.
- Participate in safeguarding training and ensure up-to-date knowledge of child protection procedures.
- Work collaboratively with colleagues, families, and external agencies to support children's well-being and protection.

This job description reflects the ethos and context of Chaddesley Corbett Endowed Primary School, emphasising a nurturing, inclusive approach to early years education that supports children's development and the school's wider community.