



Job Description

Job Title:	Early Years Teaching Assistant
Accountable to:	Form Teacher, Head of Section, Deputy Heads & Head
Role:	The responsibilities and duties of the Early Years Teaching Assistant are as follows:

Pastoral

1. Develop a secure, trusting and nurturing relationship with all pupils in the form(s) in which you work, ensuring each child feels known, valued and understood.
2. Promote pupils' confidence and self-esteem by fostering a strong sense of belonging and connection, and by actively supporting their academic, social and emotional development.
3. Model, teach and reinforce positive behaviour, good manners and co-operation, supporting pupils to make thoughtful behaviour choices and to develop increasing independence and self-regulation.
4. Support pupils in recognising and managing their emotions, resolving conflicts appropriately and developing resilience, in line with the school's pastoral and behaviour policies.
5. Work closely with the Form Teacher and wider staff team to share insights about pupils' wellbeing, progress and needs, contributing to a holistic understanding of each child.
6. Support pupils with practical daily routines (including changing for physical activities where appropriate) in a way that promotes dignity, independence and care.
7. Adhere to all Health and Safety procedures and report concerns promptly to the Head or Deputy Head.
8. Uphold and actively implement the school's Safeguarding Policy and procedures, maintaining vigilance and reporting any concerns immediately to the Head or Deputy Head.

Teaching and learning

9. Support the educational development of pupils under the direction of the Form Teacher, Head of Section and Head, contributing to a nurturing and purposeful learning environment in which all children can thrive.

10. Demonstrate a secure understanding of the daily planning and learning intentions, working in partnership with the Form Teacher to ensure activities meet the academic and developmental needs of all pupils.
11. Provide responsive support for individuals and groups, both inside and outside the classroom, promoting engagement, independence, confidence and a positive attitude to learning.
12. Deliver planned learning activities and teaching programmes as agreed with the teacher, adapting provision sensitively in response to pupils' understanding, emotional state and learning behaviours.
13. Maintain high expectations for focus and effort, modelling curiosity, resilience, positive learning behaviours and respectful communication at all times.
14. Support the Form Teacher in carrying out structured assessment, observation and feedback, contributing meaningful insights into pupils' academic progress, learning behaviours and wellbeing.
15. Contribute to the recording and evaluation of identified pupils' progress, recognising and celebrating growth in both attainment and personal development.
16. Support the effective and purposeful use of ICT in the classroom, encouraging pupils to develop competence, responsibility and independence in its use.
17. Plan for and teach a small phonics group, as agreed with the Head of Lower School English, ensuring teaching is systematic, engaging and responsive to individual need.

Administrative duties

18. Complete administrative and organisational duties as directed by the Form Teacher, contributing to the smooth and efficient running of the classroom and wider Lower School.
19. Fulfil playground, supervision and cover duties in accordance with agreed rotas, maintaining high expectations for safety, positive behaviour and inclusive play.
20. Support pupils during school events, educational visits and co-curricular activities, promoting participation, independence and a strong sense of community.
21. Undertake additional duties as reasonably required by the Form Teacher, Head of Section or Head, demonstrating flexibility, professionalism and a commitment to the life of the school.

Standards and quality assurance

22. Support the aims and ethos of the school at all times
23. Attend weekly staff meetings
24. Set a good example in terms of dress, punctuality and attendance
25. Attend regular meetings with form teacher, year group and section
26. Attend INSET days at start and end of term
27. Be proactive in matters relating to health and safety

Other duties and responsibilities

- 28.** Take sole charge of an individual child, group of children or the whole class from time to time, or in an emergency, as directed by the Form Teacher, Head of Section or Head
- 29.** Together with colleagues on a rota basis, provide after-school care including assisting with homework supervision, after school clubs and Tea Club
- 30.** Attend transition events for the new cohort of Reception children.

The successful candidate will demonstrate professionalism, warmth and initiative, and must hold a minimum of an approved Level 2 qualification relevant to working with children.

The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

This job description will be reviewed annually and may be subject to amendment at any time by the Head, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.