



Job Description: Pre-School Teaching Assistant

Trekkenner CP School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

As a Teaching/Learning Support Assistant at Trekkenner Primary School you will be required to follow school policies and the staff code of conduct.

Job details

Job title: Pre-school Teaching Assistant **Responsible to:** Pre/School Lead/Headteacher **Hours:** 30pw/39 weeks

Salary: Cornwall Council Grade 1 £ 23,656 (pro rata)

Contract type: Term-time only, fixed term until 31st August 2026 [contract likely to continue beyond this but hours may change depending on pupil numbers]

Responsible for: Teaching and Learning in Pre-School [nursery] with pupils aged 2-5yrs.

Main purpose

As a Pre-school teaching assistant you will:

Work with class teachers to facilitate the learning and development of the children in the pre-school and Reception class.

Promote children's independence, self-esteem and social inclusion

Give support to pupils, individually or in groups, so they can access the early years areas of learning and development, take part in learning, and meet the milestones needed to successfully transition to school.

Duties and responsibilities

Teaching and Learning

- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support and facilitate the learning of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support colleagues with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Observe pupils and use these observations to report to colleagues, parents and other agencies if required
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning and Record Keeping

- Contribute to effective continuous assessment to inform planning which supports and facilitates pupils learning and achievement of the ELGs by the end of Reception.
- Keep accurate and up to date records of the children, including records of progress and any behaviour or development reports in order to do this.
- Identify any developmental concerns and report to Pre-school Lead Teacher or School SENDCo
- Read and understand lesson plans shared prior to lessons, if available
- Organise and manage the indoor and outdoor learning spaces.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and children, and with parents and carers under the direction of the Pre-School Lead Teacher.
- Communicate their knowledge and understanding of children to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning.
- With the Pre-School Lead, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents.
- Administer paediatric first aid [once trained]
- Ensure the classroom environment including corridors and cloakrooms [indoors and outdoors] are kept tidy and free of clutter.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal [performance management] procedures.

Other areas of responsibility

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies and the staff code of conduct.

Report any concerns you may have about pupils and staff or other adults to the DSL/DDSL directly or through MyConcern/Confide.

Promote the safeguarding of all pupils in the school through supervising, caring for and protecting the children in the pre-school and school from dangerous or harmful situations and enhancing their general health and well-being.

Follow the school's Acceptable Use of Technology Policy regarding the use of personal and mobile devices in school.

Please note, this is illustrative of the general nature and level of responsibility of the role. The Pre-school manager may be asked to undertake other reasonable duties as deemed necessary by the Pre-School Lead or the Headteacher

Person specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and training	<p>Level 3 Qualification or willingness to attain this through apprenticeship training.</p> <p>GCSEs or equivalent including at least a Grade 4 (Grade C) in English and Maths</p> <p>First-aid training, or willingness to complete it</p>	<p>A genuine interest in working with young children and promoting their development</p> <p>Further training in EYFS teaching or SEND</p>	Application
Experience	<p>Experience of working as part of a team.</p> <p>.</p>	<p>Experience of working with 2-year olds and younger.</p> <p>Experience working in a school environment or other educational setting.</p> <p>Experience of working with children or young people in a setting other than education.</p>	Application Interview
Skills and knowledge	<p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>The ability to remain calm in stressful situations</p>	<p>An understanding of the key role early years education has in the development of children and their future life chances</p> <p>An interest/appreciation of outdoor learning and it's importance in promoting wellbeing in children.</p> <p>Good ICT skills, particularly using ICT to support learning</p>	Application Interview
Personal qualities	<p>Enjoyment of working with children and appreciation of 'the whole child'</p> <p>Ability to build good relationships with pupils.</p> <p>A commitment to getting the best outcomes for all pupils and promoting the inclusive ethos of the school.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding pupils' wellbeing and equality.</p> <p>Resilient, positive, forward-looking and enthusiastic about making a difference</p>		Interview

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 23-05-2025

Next Review Date: September 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____