

Teaching Assistant EYFS Reception Class

Job Description

Post Title: Teaching Assistant – EYFS Reception Class **Hours:** Full time, Permanent, Term-time only (8.30am–3.30pm plus lunchtime supervisor role, 30 minutes per day) **Salary:** Bucks pay range R1B 06 (Salary FTE £23,996, pro rata amount £16,313) **School:** St Nicolas' CE Combined School Taplow **Reports to:** EYFS Lead/Class Teacher

Main Purpose

To support the teaching and learning of Reception children, enabling them to thrive and make progress in the Early Years Foundation Stage (EYFS). To foster children's language, communication, and social skills through structured play and high-quality adult interactions. To contribute to a dynamic, creative, and nurturing learning environment.

Key Responsibilities

- Support the class teacher in delivering the EYFS curriculum, focusing on the development of language, communication, and social skills
- Encourage structured play and support creative explorative activities indoors and outdoors
- Work one-to-one and in small groups with children to meet individual learning needs
- Set up and maintain engaging learning environments, including our custom-built outside play space
- Supervise children during lunchtime, ensuring their welfare and promoting positive behaviour
- Assist with record keeping, observations, and assessments as directed by the teacher
- Maintain high standards of safeguarding and child protection at all times
- Work collaboratively with colleagues to share ideas, plan activities, and contribute to a positive team culture
- Attend relevant training and staff meetings as required

Person Specification

Qualifications and Training

- Good standard of literacy and numeracy (GCSEs or equivalent)
- Willingness to undertake further training relevant to the role
- Paediatric first aid (desirable, not essential)

Experience

- Experience working with young children (desirable, not essential)
- Experience in an educational setting (desirable, not essential)

Skills and Knowledge

- Understanding of the EYFS framework and principles (training will be provided)

- Ability to support children's language and social development through play
- Good communication and interpersonal skills
- Ability to work effectively as part of a team

Personal Qualities

- Dynamic, enthusiastic, and passionate about making a difference
- Creative and imaginative, with a positive approach to challenges
- Committed to upholding the school's values and promoting inclusion
- Reliable, flexible, and organised

Safeguarding Statement

St Nicolas' CE Combined School Taplow is committed to safeguarding and protecting children. The post is subject to a satisfactory enhanced DBS check. We are an equal opportunities employer.