



### Pre-School Teaching Assistant – TA Level 1 SCP 3

#### Main Purpose of the Role

The Pre-School Teaching Assistant at Webheath Primary Academy plays a vital role in supporting the learning and development of young children in our Pre-School setting. Working alongside the Pre-School Manager, this role is essential in delivering a safe, nurturing, and stimulating environment that promotes the holistic development of each child. As a 2-form entry primary school with a Pre-School, Webheath Primary Academy values early years education as the foundation for lifelong learning. The Pre-School Teaching Assistant will uphold the school's vision and values by fostering positive relationships, encouraging curiosity, and supporting the individual needs of children.

#### Key Responsibilities and Duties

##### Supporting Pre-School Management and Team

- Under the guidance of the Pre-School Manager in the day-to-day running of the Pre-School, including setting up learning activities and resources.
- Support the implementation of the Pre-School curriculum and school policies.
- Help maintain a safe, clean, and welcoming environment for children, staff, and visitors.

##### Child Development and Learning Support

- Provide attentive and supportive care to children, assisting their personal, social, emotional, and physical development.
- Support children's learning through play-based activities, following guidance from the Pre-School Manager and teaching staff.
- Encourage children's language development, communication, and early literacy and numeracy skills in line with the Early Years Foundation Stage (EYFS) framework.

##### Behaviour and Well-being

- Promote positive behaviour and support children in developing social skills and emotional resilience.
- Observe and report any concerns about children's well-being or development to the Pre-School Manager promptly.



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# WEBHEATH ACADEMY PRIMARY SCHOOL



## Job Description – Pre-School Teaching Assistant

### Health and Safety

- Ensure all health and safety policies and procedures are followed, including hygiene and safeguarding practises.
- Support children with personal care needs sensitively and respectfully.
- Supervise the children when eating

### Liaison and Communication

- Communicate effectively with the Pre-School Manager, teaching staff, and parents/carers to ensure continuity of care and learning.
- Assist in welcoming and settling children and parents/carers into the Pre-School environment.

### Skills and Competencies

- A genuine passion for working with young children and supporting their early development.
- Good communication skills, both verbal and non-verbal, appropriate for young children and adults.
- Ability to work effectively under the direction of the Pre-School Manager and as part of a team.
- Patience, empathy, and a nurturing approach to support children's individual needs.
- Basic understanding of the Early Years Foundation Stage (EYFS) framework and early years pedagogy.
- Ability to follow instructions and school policies with attention to detail and responsibility.
- Awareness of safeguarding and child protection principles.
- Flexibility and adaptability to respond to the dynamic needs of a Pre-School setting.

### Professional Development

Webheath Primary Academy is committed to supporting continuous professional development for all staff, including Pre-School Teaching Assistants. Opportunities include:

- Access to relevant training in early years education, safeguarding, and child development.
- Participation in team meetings and reflective practice sessions to enhance skills and knowledge.
- Encouragement to pursue further qualifications related to childcare and education.



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- Support and mentoring from the Pre-School Manager and senior leadership team. This commitment aligns with the school's vision to nurture every child's potential and promote a culture of lifelong learning.

### Safeguarding

The Pre-School Teaching Assistant at Webheath Primary Academy has a critical responsibility to safeguard and promote the welfare of children at all times. This includes:

- Adhering strictly to the school's safeguarding policies and procedures, including Keeping Children Safe in Education guidance.
- Reporting any concerns about a child's safety or well-being immediately to the designated safeguarding lead (DSL) or Pre-School Manager.
- Maintaining appropriate professional boundaries and confidentiality.
- Being vigilant to any signs of neglect, abuse, or other safeguarding issues and acting promptly according to school procedures.
- This role supports the school's unwavering commitment to ensuring every child in its care.



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