##### Archdiocese of Westminster

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##### St Mary’s Catholic Primary School

##### Early Year’s Educator – Job Description

**Purpose of Job**

* + To support pupil’s learning and to share in the care and wellbeing of the pupils throughout the school.
	+ To support the emotional, behavioral and pastoral needs of all pupils, including pupils with SEN.
	+ To work with individual and small groups of pupils in the curriculum to accelerate or support their learning.
	+ To be involved in the planning, development and delivery of intervention strategies.
	+ To observe and assess pupil progress, adapting agreed approaches and providing next steps.
	+ Provide support and assistance for pupil’s pastoral/medical needs (e.g. dressing, toileting or the administration of an Epipen)
	+ To assist in the recording of pupil information.
	+ To carry out specific administrative/ procedural tasks to support the class teacher.
	+ To be responsible for the safety and welfare of pupils, during on-site and off-site activities.
	+ To promote the aims and objectives of the school and maintain its Catholic ethos.
	+ To contribute to the overall ethos, work and vision of the school; based around high expectations for all.

Reports to: Class teacher/Early Year’s Leader

**Duties and responsibilities:**

* + Work as part of a team, assisting the class teacher to ensure quality education for all pupils.
	+ To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
	+ Liaise and plan with the teacher to support pupils in their learning.
	+ To teach challenging, well organised lessons, planned with the class teacher, using an appropriate range of teaching strategies which meet individual learners’ needs
	+ Provide support and assistance for all pupils in order to raise the level of achievement for all, including those with special needs, ensuring their access to learning activities and safety.
	+ To use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners’ progress and levels of attainment
	+ To be a positive role model in terms of behaviour, work and attitudes
	+ Liaise with SENCO/professionals/outside agencies involved in pupil’s education.
	+ Provide feedback to the class teacher on pupil progress, pupil welfare, achievements and issues with learning.
	+ Be aware of safeguarding procedures, referring such matters to the appropriate designated person for further action.
	+ Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
	+ Promote inclusion and acceptance and encourage self-esteem and independence of all pupils.
	+ Assist with the reception and departure of children at the beginning and end of school sessions.
	+ Assist with maintaining good discipline throughout the school at all times, following school procedures.
	+ Establish and maintain positive relationships with pupils, interacting with them according to their needs.
	+ When directed escort and supervise pupils on planned visits/journeys.
	+ Assist with the preparation of resources and other administrative tasks.
	+ Undertake lunch and gate duties as requested.
	+ Show a commitment to the school by assisting and attending seasonal events e.g. fairs, concerts and discos.
	+ Attend appropriate staff meetings and training days/events as requested.
	+ Be aware of and support all school policies and procedures; particularly Safeguarding, H&S, Confidentiality and Data Protection.
	+ Undertake all duties within our policies and procedures and promote St Mary’s Equal Opportunities Policy.
	+ Undertake other duties from time to time as required by the Headteacher.

**Arrangements for appraisal of performance:**

The role of the Early Year’s Educator will be monitored through the school’s performance management programme and by members of the LT.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_