



JOB DESCRIPTION

Title of Job	Teaching Assistant – Early Years	Qualified:	Scale 3
		Unqualified:	Scale 2

Person Reports to: Room Leader

Staff Supervised: None

General

The Education and welfare within a designated class and for particular target children in accordance with requirements and conditions of the Teaching Assistants Pay and Conditions Documents, having due regard to the requirements of the National Curriculum, the school aims, objectives and schemes of work and policies of the governing body.

To be familiar with child protection procedures.

- To share in the corporate responsibility for the well being and discipline for all pupils.
- To fulfil standards for teaching assistants to the appropriate level which will contribute to decisions the school makes with regard to professional development and pay progression.
- The post holder must undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
- To be familiar with fire-drill procedures.

Purpose of the job

The post requires you to work under the instruction/guidance of teaching/Team Leader to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils in the classroom. Work may be carried out in the classroom or outside the main teaching areas. The age range is three to eleven.

EQUAL OPPORTUNITIES:

Our Lady of Grace Catholic Academy Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties and Responsibilities:

- To work under the direction of the room leader; assist the measuring, impact and evaluation of teaching and learning.
 - Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
 - Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
 - Establish constructive relationships with pupils and interact with them according to individual needs.
 - Promote the inclusion and acceptance of all pupils.
 - Encourage the pupils to interact with others and engage in activities led by the teacher.
 - Set challenging and demanding expectations and promote self-esteem and independence.
 - Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
 - Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of pupils' work.
 - Use strategies, in liaison with the teacher, to support pupils to achieve learning goals, targets/appropriate to EYFS
 - Assist with the planning of learning activities.
 - Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
 - Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
 - Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
 - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
 - Establish constructive relationships with parents/carers.
 - Provide clerical/administration support e.g. filing, administering coursework.
 - Monitor and manage stock and supplies, cataloguing as required, e.g. EYFS materials.
 - Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
 - Undertake programmes linked to local and national learning strategies e.g. literacy, Read Write Inc, numeracy, EYFS and progress and feedback to the teacher.
 - Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
 - Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use e.g. from pencils to the internet.
 - Attend and participate in relevant meetings as required.
 - Participate in training and other learning activities and performance development as required.
 - Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
 - Provide written reports as required for statement reviews and attend meetings.
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Curriculum areas and responsibilities:

- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.
 - Each holder of a post of responsibility should ensure by consultation that their area of responsibility receives adequate consideration in the course of the year.
 - Since there is considerable overlap in the area of responsibility, it is expected that each person with a specific responsibility can look to other members of staff for support and advice on carrying out that responsibility – refer to team role.
 - This job specification may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.
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Person Specification for the post of Teaching Assistant _ Early Years

FACTORS	ESSENTIAL	DESIRABLE	IDENTIFIED
Qualifications	BTec Certificate or Diploma in Nursery Nursing/Level 2 Teaching Assistant	Other relevant qualification/training	Application Form.
Training	A good knowledge of Read Write Inc and Early Years practise Willingness to undertake professional and personal development to include in-service training.	Attendance on Early Years training courses, seminars or network meetings. Attendance on First Aid Training course.	Application Form. Interview.
Experience	Experience of working with children in Foundation Stage	Experience of working with parent/carers of young children. Experience of working within a team.	Application Form. Interview. References.
Other	Flexibility. Ability to work in a team. Enthusiasm and commitment to Early Years.	Awareness of the role of play in children's learning. Interest in creative and outdoor learning environments.	Application Form Selection Procedure References.