

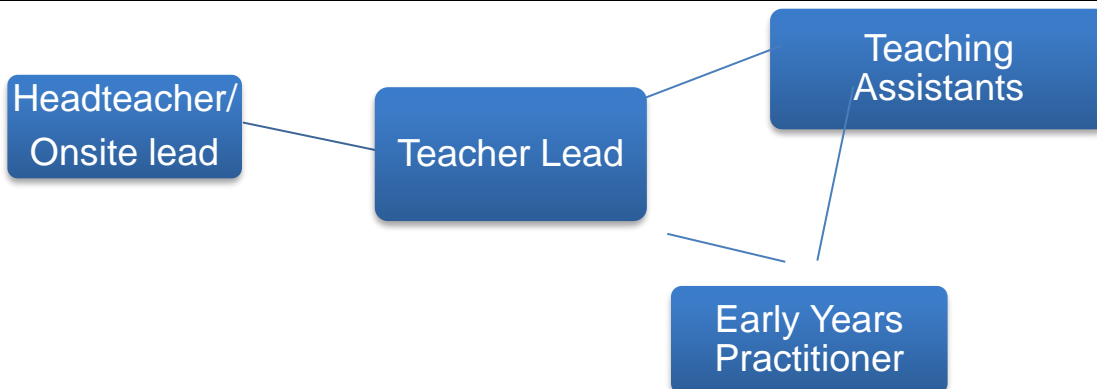
## Job Description and Person Specification

<b>Job title:</b>	Early Years Teaching Assistant
<b>School:</b>	Hungerford Nursery School, Centre for Children and Families
<b>Salary grade:</b>	B
<b>Reports to:</b>	Headteacher

### Job Purpose

- To provide support to leaders in providing high quality care and early years learning experiences for children aged 2 – 4 years
- To assist in the promotion of a safe, caring, respectful and inclusive environment
- To ensure compliance with all nursery polices and procedures and government legislations - Ofsted

### Structure Chart



### DESIGNATION OF POST AND POSITION WITHIN NURSERY STRUCTURE

To be responsible Classroom teacher/Room leader (day-to-day activities)

To be responsible to the Deputy Head Teacher (overall pattern of work)

### Main Duties and Responsibilities

#### Working under the direction and supervision of the Teacher or Pod lead

- Act as a co-keyworker - Observe, record and assess children's progress and development through the use of observation records supported with photographic evidence under direction of the keyworker.
- Provide high standards of quality within the Nursery including the environment, resources and experience offered to children.
- Have high quality interactions with children to build on and extend their thinking and learning
- Support leaders in planning for children's learning
- Ensure practice is inclusive to all children
- Help children acquire self-help skills including washing hands, dressing, toileting and personal hygiene
- Continue to learn about current developments in childcare and education policy and practice

## DESIGNATION OF POST AND POSITION WITHIN NURSERY STRUCTURE

To be responsible Classroom teacher/Room leader (day-to-day activities)

To be responsible to the Deputy Head Teacher (overall pattern of work)

### Main Duties and Responsibilities

- Work when directed 1:1 with SEN children under the guidance of the teacher/keyworker

#### **Health and Safety**

- Be fully aware of health and safety standards and ensure that these are met in accordance with the settings Policies and procedures
- Share in the responsibility for safeguarding and promoting the welfare of all the children with in the Nursery
- Report and record all accidents and incidents appropriately
- Ensure the premises and environment are safe, clean, tidy and well maintained
- Be fully aware of all emergency and security procedures e.g fire, security, dropping off and collection of children

#### **Communication**

- Build and maintain excellent relationships with parents/carers by ensuring regular quality communication that is polite and courteous at all times
  - Attend and participate in staff meetings, parent and social events
  - Report all maintenance requirement to management to ensure their immediate attention
  - Work effectively with the staff team, management and other professionals to ensure the smooth running of the provision and consistent professional work approach
  - Develop and promote parental partnership and involvement

#### **Parent partnerships**

- Liaise with parents and to encourage their involvement in all aspects of the nursery and their child's care, working in partnership
- Encourage positive relationships between staff and parents, ensuring that an effective exchange of information is present in daily interactions and valuing parents contributions

#### **Equal opportunities**

- Ensure that practice fully embraces the nursery equality of opportunities policy at all times
- Ensure that every child is treated as individual and with respect
- Ensure that the provision is of a high quality inclusive and meeting the needs of children and reflective of the wider community

#### **General tasks**

- Respect confidentiality with the setting
- Ensure that food hygienic standards are being maintained
- Ensure the security of the children and premises are upheld
- Be responsible for participating in all self –development such as appraisal supervisions and training

### **Additional Duties**

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Headteacher or Deputy Headteacher.

*Due to the nature of activities this post holder will be subject to relevant checks including Enhanced DBS*

### Scope (impact on/control of resources, people, money etc)

Impact on parents, children and staff

<b>Person Specification</b>	<b>Essential/ Desirable</b>	<b>Internal Use Only</b>
<b>Qualifications</b>		
• Good Literacy and Numeracy skills GCSE C	E	
• 3 years+ demonstrable and relevant experience within an early years/school based setting.	E	
• Qualified First Aider	D	
• Holds a food hygiene certificate	D	
<b>Experience</b>		
• Experience of working with 2 year olds	E	
• Actively enjoys working with children and has empathy, is sympathetic to their needs	E	
• Experience of interacting and communicating with parents, children, colleagues	E	
• Demonstrable and relevant experience within an early years/school based setting.	E	
<b>Knowledge and understanding</b>		
• Ability to co-operate and adhere to health and safety policy, equal opportunities practices	D	
• Knowledge of the Early Years Foundation Stage	E	
• Able to motivate and encourage children developing their language ability	E	
• Knowledge of children with additional needs	E	
• Knowledge of the key factors that can affect the way children learn	E	
• ICT skills able to use basic technology	E	
<b>Skills and abilities</b>		
• Ability to interact and communicate with parents, children, colleagues		
• Be a confident and sensitive communicator with adults and children	E	
• Sensitive, polite and friendly, positive and constructive	E	
• Approachable, reliable and conscientious	E	
• Flexible approach to tasks	E	
• Reflective and enjoys learning	E	
• Have the ability to ensure the high quality care and education	E	
• Ability to make observations, analyse learning and plan appropriate next steps for children in play	D	
<b>Work-related personal qualities</b>		
• Have a professional attitude and manner	E	
• Be able to work as part of a team	E	
• Resilient, honest, and flexible	E	
• Professionally discreet and able to respect confidentiality	E	
<b>Other work-related requirements</b>		
• This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	
• Enhanced DBS check with relevant barred list/s	Yes	

▪ Flexible and willing to work outside usual hours when required	E	
▪ Be willing to attend relevant training courses as required	E	
▪ Promote equality as an integral part of the role, treating everyone with fairness and dignity	E	
▪ Comply with health and safety policies, procedures and rules, taking reasonable care of self and others	E	
▪ To undertake any additional tasks that the headteacher reasonably requests and contribute to the life of the school Willing to attend evening meetings as required	E	
▪ Willingness to work in all areas of the Centre at the discretion of the Headteacher		
▪ To observe confidentiality about all aspects of school life	E	