JOB DESCRIPTION

Designation:	Early Years Teaching Assistant, Learning	**Grade:**	Scale 3
Reports to (Designation):	Headteacher, Inclusion and Diversity Leader and Team Leader	**School:**	Chelwood Nursery School

---

Main Purpose of the job:

The Early Years Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teaching team and senior staff: will work across the school to implement the EYFS working with individuals/groups to supervise physical/general care of pupils, including those with SEN; support access to learning for pupils and provide general support to the teacher and nursery nurses in the management of pupils and the learning environment both inside and out.

Summary of Responsibilities and Personal Duties:

SUPPORT FOR PUPILS

1. Attend to the children's personal needs and implement related personal program, including social, health, physical, hygiene, first aid and welfare matters
2. Support, interact with and engage children, ensuring their safety and access to learning
3. Establish good relationships with children and families, acting as a role model and being aware of and responding appropriately to individual needs
4. Promote the inclusion and acceptance of all children
5. Encourage children to interact with others and engage in activities planned by the class Team inside and out.
6. Encourage children to develop their independence and autonomy
7. Work with individuals and small groups on specific activities under the guidance of the teacher.
8. Sensitively support children in trying a range of nutritious and healthy foods

SUPPORT FOR THE TEACHER

9. Prepare and maintain the learning environment as directed, for children's learning and support children in tidying up, and assist with the display of children's work
10. Be aware of pupil problems/progress/achievements and report to the teacher and class team/ key person as agreed
11. Undertake child observations as requested
12. Support the teacher and class team in managing children's behaviour, reporting difficulties as appropriate
13. Gather/report information from/to parents/carers as directed
14. Provide clerical/admin support eg. photocopying, filing, printing photos

SUPPORT FOR THE CURRICULUM

15. Support children in understanding routines

16. Supporting children within the learning environment, demonstrating high expectations
17. Supporting children in using basic ICT as directed
18. Prepare and maintain equipment/resources as directed by the teacher and assist children in their use
19. Demonstrate a good understanding of child development across the 2-5 age range.

SUPPORT FOR THE SCHOOL

20. Be aware of and comply with all school policies and procedures including child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
21. Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
22. Be aware of and support diversity and ensure all children have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Appreciate and support the role of other professionals
25. Attend relevant meetings as required
26. Participate in training and other learning activities and performance development as required
27. Assist with the supervision of children at all times.
28. Accompany teaching staff and children on visits, trips and out of school activities as required

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities

All employees are required to participate in the Performance review and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

Number of fully managed staff: 0
Number of partially managed staff: 0

PERSON SPECIFICATION

JOB TITLE: Early Years Teaching Assistant, Learning Support (Full Time) **POST NO: 1**

DEPARTMENT: Chelwood Nursery School **GRADE:** Scale 3

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community S
- Understanding of how equality and diversity relates to this post S

Knowledge

- Basic knowledge of first aid / willingness to gain Paediatric First Aid certification on appointment S
- Use basic technology - computer, video, photocopier S
- Ability to relate well to children and adults S
- An understanding and commitment to the safeguarding of children and their well-being S

Aptitude

- An ability to work collaboratively as part of team. S
- An ability to assist in the organisation and maintenance of a nursery learning environment S
- An ability to work as part of the school's daily organisation plan and rota system. S
- An ability to be flexible and receptive to change. S

Skills

- An ability to communicate effectively with children and adults S
- An ability to communicate effectively both orally and in writing S
- An ability to acquire new skills and undertake further training when necessary S
- An ability and interest in joining children in playful learning in a range of contexts S

Experience

- Working with, or caring for, children ages 0-5 years S

General Education and training

- Good numeracy/literacy skills S

- At least NVQ level 2 or 3 Childcare, Learning and Development or equivalent qualification recognised by the CWDC for working with children within the EYFS S
- Participation in development and training opportunities and attend INSET days as required S
  Demonstrate a good working knowledge of the EYFS S

Personal Qualities

- Good interpersonal skills S
- A commitment to inclusive early years practice, and to working in partnership with parents and other adults to this end S
- Good interpersonal skills S
- Resilience and a positive attitude to change S
- Ability to remain calm and measured at all times S
- Demonstrate a creative approach to problem-solving S
- An interest in working with children in an urban multi-cultural and diverse Community S
- Keen to be part of our Outstanding Chelwood Nursery School team

DBS Disclosure Required? **No** ☐ **Basic** ☐ **Enhanced** ☐ Yes

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post