

# JOB DESCRIPTION

## TEACHING ASSISTANT (GRADE 2)

### **JOB PURPOSE:**

To support the delivery of high-quality Early Years Foundation Stage (EYFS) provision, promoting children's learning, development and wellbeing through high-quality interactions, play-based learning and purposeful continuous provision.

### **OUTLINE RESPONSIBILITIES**

Under the direction of and within an education plan provided by the classroom teacher:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children.
- Demonstrate a thorough understanding of safeguarding procedures and statutory guidance including Keeping Children Safe in Education.
- Maintain vigilance regarding children's welfare, attendance, emotional wellbeing and any signs of neglect or abuse, reporting concerns immediately in accordance with school procedures.
- Contribute to positive partnerships with parents and carers by sharing information about children's learning, development and wellbeing as directed by the class teacher.

### **MAIN RESPONSIBILITIES AND TASKS:**

#### **SUPPORT FOR PUPILS:**

- Supporting children's learning through planned and child-initiated play experiences.
- Engage in sustained shared thinking and high-quality interactions to extend children's language, learning and curiosity.
- Support learning across indoor and outdoor provision to be independent by helping them with tasks.
- Support the development of early reading through phonics, shared reading, storytelling, rhyme and language-rich activities.
- Assisting the pupil to access the normal routines of the classroom.
- Ensure that pupils can safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning and reinforcing the children's self esteem through praise and encouragement.
- To assist at an appropriate level with the provision of general care and welfare of children including:

- assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
- the changing of soiled clothing including its disposal in the appropriate way;
- assisting with children's injuries and where qualified, administering basic first aid;
- to assist with the administering of medicines under the direction of the appropriate medical staff;
- to assist with the identification and monitoring of children's general health and welfare.

## **SUPPORT FOR TEACHERS**

- To assist the teacher with learning activities generally in the classroom.
- Contribute to observational assessment of children's learning and development.
- Support the collection of evidence towards the Early Years Foundation Stage Profile (EYFSP).
- To prepare and organise teaching resources for lessons and activities, including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- Assistance with the physical manipulation of objects and equipment.
- To assist the teacher in liaising with parents and professionals.
- To assist with the support of group activities within and away from the classroom, e.g. P.E., swimming, educational visits

## **SUPPORT FOR THE CURRICULUM**

- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Support high-quality outdoor learning opportunities that promote physical development, investigation, creativity and exploration.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Assisting with the promotion of independence activities.
- Contribute to the planning of work to meet the needs of the Foundation Stage/National Curriculum and individual need of pupils.

## **SUPPORT FOR THE SCHOOL**

- General supervision, counselling and discipline of children within the policies and procedures of the school.
- Support children's independence, self-regulation, confidence and social skills to promote school readiness.
- Assisting with supervision of children within the school e.g. playground duties.
- Adhering to and maintaining school routines and codes of conduct.
- Supporting the ethos of the school and contribute to effective working relationships.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Support the implementation of SEND support plans and provision maps under the SEND Code of Practice.

- Adapt activities and learning opportunities to ensure all children can access the curriculum.
- Work collaboratively with external professionals including Speech and Language Therapists, Educational Psychologists and Inclusion Services.
- To be a first aider in school; to monitor first aid equipment and maintenance of lists of pupils with medical needs.

#### OTHER DUTIES

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To support ITT students in the teachers' absence.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

#### CONTACTS

In all contacts the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

#### Notes:

*The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.*

*The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.*

Signed.....Teaching Assistant

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