

**Early Years Teaching Assistant required at Bushbury Lane Academy**

**JOB DESCRIPTION**

To work under the instruction/guidance of teaching/senior staff to undertake

work/care/support programmes, to enable access to learning for pupils and to assist the

teacher in the management of pupils and the classroom. Work may be carried out in the

classroom or outside the main teaching area.

**SUPPORT FOR PUPILS**

* Develop a positive and supportive relationship with pupils, acting as a role model and setting high expectations.
* Use specialist (curricular/learning) skills/training/experience to support pupils
* Be aware of the differing needs of pupils
* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
* Set challenging and demanding expectations and promote self-esteem and

Independence.

* Provide feedback to pupils in relation to progress and achievement.
* The main areas of responsibility include:
* Supporting a child with their learning experiences, meeting their individual needs.
* Delivering focused provision and support to enhance and extend the child’s learning and progress under the guidance of external agencies and the class teacher.
* Supporting the child to meet their personal targets on their Individual Provision Map (IPM).
* Personalising resources to ensure that they are accessible to the child you are working with. Ensuring that you are clear about intended learning outcomes and how these may be achieved.
* Supporting the child to ensure that they have access to a range of learning opportunities.
* Supporting the child to develop an understanding of routines and expectations within the class.
* Building a strong relationship with the child and parents and engaging them in activities that increase their self-esteem, social skills and understanding of emotions.

The successful candidate will:

* Be an excellent practitioner;
	+ be hardworking, flexible and reliable;
	+ have previous experience working with children with additional needs and/or pupils with visual or hearing impairments in a primary school;
	+ have knowledge and understanding of the primary curriculum, particularly Early Years
	+ be a good communicator with at least grade C GCSE or equivalent in English and Maths;
	+ be confident in using IT to support the child’s communication needs and personalised learning; - be willing to provide assistance to the class teacher as well as being part of the whole school team;
	+ be willing to help ensure that all children receive rich and stimulating experiences which meet their individual needs. In return we will offer:
	+ A warm, caring, supportive and positive working environment.
	+ Friendly and well-motivated children.
	+ Excellent relationships with parents and other stakeholders.
	+ A very attractive school environment with excellent resources.
	+ Opportunities for professional development

**SUPPORT FOR THE TEACHER**

* Have a working knowledge and experience of the National Curriculum.
* Use strategies, in liaison with the teacher, to support pupils to achieve progress targets.
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement and against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Undertake marking of pupils’ work and accurately record achievement/progress
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

**SUPPORT FOR THE CURRICULUM**

* Undertake structured and agreed learning activities/teaching programmes, adjusting

activities according to pupil responses.

* Undertake programmes of intervention, recording achievement and progress and

feeding back to the teacher.

* Respond to pupils work in line with the School Policy for assessment marking and feedback
* Implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and

independence in its use.

* Assist in the display and presentation of learning cues and pupils work inside and

outside of the classroom environment as required.

* Determine the need for, prepare and maintain general and specialist equipment and resources.

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality (see below) and data protection, reporting all concerns to an appropriate person
* Be aware that you are required to maintain confidentiality both during and after your employment with the school and should not under any circumstances disclose confidential information to any unauthorised third party
* Undertake training and CPD as required.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/works/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in relevant meetings as required.
* Assist with the supervision of pupils out of lesson times, including before and after school (as required) and at lunch time.
* Recognise own strengths and areas of expertise and use these to advise and support others; acting as a role model of good practice for them
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Supervise pupils on visits, trips and out of school activities as required
* Be a role model for pupils and colleagues in terms of behaviour and attitude.
* Be punctual and professional at all times.
* **PERSON SPECIFICATION**

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| **Philosophy** | * A belief in the ability of all children to achieve and be successful
* A belief in teamwork and ability to get involved in the day-to-day running of the school
 | ✓✓ |  |
| **Experience**  | * Working with children of primary school age
* Working with individuals and groups of children
* Working with children in an Early Years setting
* Experience of working with children with SEND/EAL needs
 | ✓✓ | ✓✓ |
| **Qualifications & Training** | * Very good Numeracy and Literacy skills - at least GCSE C grade or equivalent

**And 1 of the qualifications below;** | ✓ |  |
|  | * NVQ3 or equivalent qualification
* First Aid Qualification
* DfE approved qualification); CFE CACHE early years educator (EYE) and early years practitioner (EYP) qualification certificates;
* Previous Child Protection/safeguarding training
* NNEB
 | ✓ ✓✓ | ✓✓ |
| **Knowledge & Skills** | * Knowledge of National curriculum
* Experience of delivering Read Write Inc
* Experience of promoting and gaining positive pupil behaviour conducive to learning, focused on raising standards.
 | ✓✓ | ✓ |
|  | * Very good organisational skills
 | ✓ |  |
|  | * Very good time management skills
 | ✓ |  |
|  | * Ability to prioritise
 | ✓ |  |
|  | * Adaptability and flexibility
 | ✓ |  |
|  | * Willing to participate in CPD
* ICT Literate
 | ✓✓ |  |
| **Personal Characteristics**  | * Boundless enthusiasm, determination and drive to inspire others to achieve high standards
* A personable nature to build effective relationships with parents/members of the community
* Ability and willingness to promote the school’s aims and the positive culture and ethos
 | ✓✓✓ |  |