**EARLY YEARS TEACHING ASSISTANT JOB DESCRIPTION**

**Job title:** Teaching Assistant – Early Years aged 2-5 year olds

**Salary:** Grade D-4 £23,114.00 FTE pro rata. West Northamptonshire Council NJS Support staff pay scales

**Hours:** 30 hours a week ( 8.45 am – 3.30 pm Monday to Friday, term time only including a 15 min am unpaid coffee break & ½ hour unpaid lunch break)

**Contract type:** Fixed term to 31/8/2025 in the first instance

**Reporting to:** Acting Head of School

**MAIN PURPOSE:**

* Work with the class teacher and other staff supporting the children in classroom activities and duties
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning through play and experience a sense of achievement

DUTIES & RESPONSIBILITIES

**TEACHING & LEARNING:**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher

PLANNING:

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons
* Prepare the classroom for lessons
* Use any allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
* Plan how they will support the inclusion of pupils in the learning activities

WORKING WITH COLLEAGUES & OTHER PROFESSIONALS:

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

WHOLE SCHOOL ORGANISATION & DEVELOPMENT:

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school

SAFEGUARDING & CHILD PROTECTION:

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policies
* Look after children who are upset or have had accidents
* Inform senior staff of any damage, breakages or losses causing potential risk or hazard

PROFESSIONAL DEVELOPMENT/CPD:

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

PERSONAL & PROFESSIONAL CONDUCT

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The TA may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or line manager