



## Job Description

<b>Post title</b>	(SEND) Early Years Enhanced Teaching Assistant
<b>Job Evaluation</b>	Yes/No
<b>Grade</b>	5
<b>Service</b>	Schools
<b>Service area</b>	Seascape Primary School
<b>Reporting to</b>	The postholder will be accountable to the Headteacher
<b>Location</b>	Your normal place of work will be Seascape Primary School
<b>Disclosure and Barring Service (DBS)</b>	This post is <b>subject to an Enhanced Disclosure</b>

## Description of role

To contribute to the delivery of the Early Years framework and provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes. To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes. To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

## Duties and Responsibilities

### Support for Pupils, Teachers and the Curriculum

- Plan, prepare and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment as agreed with the teacher;
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
- Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required;
- Select and adapt appropriate resources/methods to facilitate agreed learning activities;
- Maintain a clean, safe and tidy learning environment;

- Ongoing guidance and support of pupils in their social development and their emotional well-being, reporting problems to the appropriate person;
- Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum and participate fully in school activities.
- Under the guidance of a teacher support the role of parents/carers, in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement.
- Contribute to the development of policies and procedures.

Enhanced Teaching Assistants are expected to undertake at least one of the following:

- a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND);
- b. Provide specialist support to pupils where English is not their first language;
- c. Provide specialist support to gifted and talented pupils;
- d. Provide specialist support to all pupils in a particular learning area

(Staff must demonstrate specialist skills relevant to their role in (a-d) above)

- Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists;
- Provide short term cover of classes on a regular timetabled basis planned by the teacher. The normal expectation on a weekly basis would be to cover half a day per week and could also provide cover on a non-timetabled basis, usually within own class;
- Supervise the work and development of other classroom staff as appropriate;
- Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources;
- Invigilate examinations and tests;
- Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a Supervisory Assistant;
- Prepare and present displays;
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide pastoral care to children
- Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
- May be asked to administer medications subject to agreement and in line with school policy;
- Support pupils to develop their skills of independence, resilience and confidence;
- Contribute to the development and implementation of support plans including IEP's and EHC's., including attendance at, and contribution to, reviews as required;
- Work with pupils not working to the normal timetable.
- Support the use of ICT in the curriculum

## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team. • Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

## Organisational Responsibilities

### Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

### Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

## **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

## **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

## **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

## **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

## **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.