**EARLY YEARS TEACHING ASSISTANT**

**JOB DESCRIPTION**

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| **Job Title** | Early Years Teaching Assistant |
| **Location** | Knowle Primary School |
| **Responsible to** | Nursery Teacher/ EYFS Lead |
| **Job Type** | Permanent |
| **Salary FTE** | Grade C £19,312.00 - £20,092.00  (Depending on Experience) |
| **Actual Annual Salary** | £16,535 - £17,203 |
| **Hours/weeks** | 37 hours per week, 39 weeks per year  Monday- 08:30-16:00  Tuesday- 08:30-16:00  Wednesday- 08:30-18:00  Thursday- 08:30-16:00  Friday- 08:30-16:00 |
| **Closing date** | Friday 1st October (Midday) |
| **Proposed Interview date** | Monday 4th October |
| **Proposed Anticipated start date** | Monday 1st November 2021 or sooner |

**Job Summary**

To support the teaching staff in providing an outstanding education to all our children in our Early Years, to ensure learning objectives for pupils are achieved and to assist the teacher in the management of pupils and the classroom. Promoting and embedding the school’s ethos and values in everyday activities. Work may be conducted in the classroom or may on occasion take place outside the classroom. To work predominantly within EYFS, although you may be asked to support other classes/children across the school at times.

**Key Roles and Responsibilities**

* Assist in supporting the social and educational development of children up to the age of five ensuring their basic needs for security, health and hygiene are catered for
* Responsible for the safe use of low value equipment and for the care of Foundation stage play equipment
* Deliver planned teaching and learning activities and adjust the learning as required to support the needs of all pupils
* Create and maintain a supportive and orderly classroom environment, to ensure the learning objectives of the lesson are met
* Assisting with school displays celebrating pupils’ work
* Monitoring and record pupils’ attainment and report pupils’ progress and achievements to the teacher
* Provide feedback to pupils under the guidance of the teacher
* Create strategies, with guidance from the teacher, to support and encourage pupils to achieve their learning goals
* Support the learning and pastoral needs of children with additional needs
* Under the direction of appropriate professionals and after adequate training, assist in meeting particular pupils’ needs
* Assist in organising and supervising play activities
* Promote good behaviour and support the building of positive relationships between pupils, promoting inclusion and acceptance of all pupils
* Deal promptly with conflicts and incidents in line with the school’s policy and encouraging pupils to take responsibility for their own behaviour
* Provide administrative support to the teacher
* Ensure all equipment and resources are available to meet the lesson objectives, support pupils with the use of the equipment/resources
* Establish positive relationships with parents/carers and where appropriate participate in meetings with parents/carers alongside the teacher
* Comply with and support the schools’ policies and procedures relating to Safeguarding, GDPR, Health and Safety, school security and report any concerns to the appropriate person
* Accompany the teacher and pupils on all out of school activities as required
* Support others and offer advice and guidance where appropriate
* Undertake other duties appropriate to the grading of the role

# Additional Information

* The post holder is required to uphold and promote the school’s policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure
* As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust’s responsibilities towards safeguarding
* This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity

**PERSON SPECIFICATION**

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| **Job Title** | Early Years Teaching Assistant |
| **Location** | Knowle Primary School |
| **Grade** | Grade C |

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| **Attributes** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | NVQ2 or equivalent qualification in relevant discipline.  Able to evidence a willingness to take part in professional development opportunities.  A minimum of Grade C in GCSE Maths and English or equivalent qualification. | Achieved or training for an NVQ 3 or equivalent qualification in relevant discipline.  Specialism in Speech and Language, with the ability to communicate using sign language preferably Makaton. |
| **Experience** | A minimum of a year’s experience in an Early Years setting.  Experience in a school with high numbers of children with additional needs e.g. SEND, EAL, pupil premium children. | Recent experience of supporting individuals, groups and whole class settings  Recent experience in a nursery setting. |
| **Skills/Knowledge/ Aptitude/** | Able to provide evidence of having a positive impact on the learning outcomes of the children.  Knowledge of effective strategies to develop learning opportunities through play.  Ability to have a positive impact on the pastoral support of children; clear awareness of how to respond to safeguarding issues.  Ability to encourage positive and appropriate behaviour from children with additional needs.  Ability to work collaboratively with colleagues throughout the school, responding quickly to problems and to advice from senior leaders.  Good emotional intelligence: ability to communicate effectively with colleagues and show empathy towards pupils. | Knowledge of Health & Safety and Child Protection issues  Sense of humour.  Ability to support the nursery teacher / SLT in communicating with parents.  Use initiative to solve straightforward problems arising from the care of young children on a daily basis.  ICT skills required to record basic information and some precision in the correct use of children’s play equipment and associated materials.  Knowledge of new Development Matter and Characteristics of Effective Learning. |
| **Motivation** | Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues  Ability to use initiative and able to prioritise work. | Willingness to lead or support extra-curricular activities. |
| **Physical** | Ability to work across multiple buildings and carry out the duties of a teaching assistant, including lunchtime duties. | Ability and willingness to sit on the floor with children where this will support their behaviour or learning. |