

JOB DESCRIPTION

Post: Early Years Teaching Assistant Level 2

Payscale: *Grade 3 Point 5 - 6*

Responsible to: Headteacher

Core Purpose:

Main Duties

To act as a responsible adult and assist with the supervision, personal care, welfare and keeping safe of individuals and/or groups of children and their environment under the direction/instruction of teaching and/or senior staff, inclusive of assisting with resources and basic classroom management techniques to support their learning.

To be committed to safeguarding and promoting the welfare of children and young people.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under the post holder's control.

Financial

To work in accordance with financial regulations and procedures of the school and the Trust.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the post holder.

Teaching resources including audio visual and computer equipment.

To adhere to the school's rules and regulations relating to the use of ICT, email and intranet/internet.

Health / Safety / Welfare

The post holder is responsible for the health, safety and welfare of himself/herself and colleagues in accordance with the school's health and safety policies and procedures and current legislation. Additionally, he/she is responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of duties and responsibilities attached to the post in ensuring a healthy and safe environment for staff and students.

Equality and Diversity

At all times to work in accordance with the school's policy relating to the promotion of equality and diversity to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services within the post holder's remit.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's arrangement. As appropriate they will also train and support the development of others.

Relationships

Internal:

1. School staff
2. Users of the School
3. Volunteers
4. Pupils
5. Governors

External:

1. Parents/Carers
2. Staff in other schools and within the Trust
3. Suppliers of equipment and services

Responsibilities

The post holder must:

- Perform his/her duties in accordance with the school's Equality and Diversity policy.
- Ensure that school's commitments to public service orientation and care of customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

It is expected at Level 2 that the post holder will work under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan to enable access to learning, which will be in addition to undertaking the core duties outlined in the Level 2 job description.

1. Help to keep children safe by:
 - Preparing and maintaining a safe and hygienic environment
 - Dealing with accidents, emergencies and illness
 - Supporting the safeguarding of children
 - Encouraging children's positive behaviour
2. Provide support for learning activities by:
 - Supporting the teacher in planning learning activities
 - Supporting the delivery of learning activities
 - Supporting the teacher in the evaluation of learning activities
 - Promoting independence
3. Support children's development by:



- Contributing to the development of children physically, emotionally and socially and the associated skills
 - Contributing to children's communication and intellectual development
 - Contributing to planning to meet children's development needs
4. Support literacy and numeracy development by:
 - Supporting pupils to develop their reading, writing skills, speaking/talking and listening skills
 - Supporting pupils to develop numeracy skills and to use and apply mathematics
 5. Support the use of information and communication technology for teaching and learning by:
 - Preparing and supporting the use of ICT resources for use in teaching and learning
 6. Use information and communication technology to support pupils' learning by:
 - Undertaking the preparation of ICT to support pupils' learning
 7. Observe and report on pupil performance to inform the teacher's assessment and planning
 8. Prepare and maintain the learning environment by:
 - Preparing the learning environment and learning materials for use
 - Monitoring and maintaining the learning environment and resources
 9. Provide displays by:
 - Setting up, maintain and dismantling displays
 10. Promote positive behaviour by:
 - Implementing agreed behaviour management strategies
 - Supporting pupils in taking responsibility for their learning and behaviour
 11. Develop and promote positive relationships by:
 - Interacting with and responding to children and adults
 - Developing positive relationships with children and adults
 - Communicating effectively with children and adults
 - Supporting children in developing positive relationships
 12. Provide effective support for your colleagues by:
 - Maintaining working relationships with colleagues
 - Developing your effectiveness in a support role
 13. Support the development and effectiveness of work teams by:
 - Contributing to effective team practice
 - Contributing to the development of the work team
 14. Reflect on and develop practice by:

- Reflecting on own professional practice
 - Taking responsibility for and participating in continuing professional development
15. Support children's play and learning by:
- Participating in activities to encourage communication and language
 - Providing opportunities for children's drama and imaginative play
 - Encouraging and supporting children to be creative in physical play
 - Creating a range of play opportunities for children
 - Supporting children's rights and choices in play
 - Encouraging children to explore and investigate
16. Contribute to supporting bilingual/multilingual pupils by:
- Contributing to the development of skills of bilingual/multilingual pupils in the target language
 - Supporting bilingual/multilingual pupils during learning activities
17. Support a child with disabilities or special educational needs by:
- Providing care and encouragement
 - Providing support to help the child participate in activities and experiences
 - Supporting the child and family according to the procedures in the setting
18. Invigilate tests and examinations by:
- Preparing to run tests and examinations
 - Implementing and maintain invigilation requirements

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Ability to relate well to children and adults.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.



Location:

The role will be school-based at Our Lady & St Paul's.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.



Person Specification

		Essential /desirable	Evidence
Qualifications	To possess GCSE English and Maths at Grade A* - C or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Maths	E	A/C
	Level 2 qualification QCF (or NVQ prior to 2010) in Teaching and Learning	E	A/C
	To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.	E	A/C
	Trained in relevant strategies and/or a particular learning or curriculum area	E	A/C
	Willingness to undertake appointed person certificate in first aid administration	D	A
Knowledge & Experience:	Understanding of and willingness to use basic technology; e.g. computer, photocopier, whiteboard.	E	A/I
	Ability to work effectively within a team environment.	E	A/I
	Have an understanding of classroom roles and responsibilities.	E	A/I
	Ability to build effective working relationships with all pupils and colleagues.	E	A/I
	Ability to work within the school's ethos and provide a positive role model.	E	A/I
	Experience of working with and/or caring for children.	E	A/I
	Have ability to provide clerical/admin support to the teacher/department.	E	A/I
	Have the skills and knowledge to implement literacy/numeracy programmes.	E	A/I
	Knowledge and understanding of how ICT can support learning.	E	A/I
	Awareness and understanding of school curriculum.	E	A/I
CPD	Awareness of and commitment to inclusion in a school setting.	E	A/I
	Understanding of children in the appropriate age range.	E	A/I



	To work towards demonstrating high expectations of children with a commitment to helping them fulfil their potential.	E	A/I
	The ability to communicate effectively and sensitively with children and colleagues.	E	A/I
	The ability to recognise and respect the contribution that parents and carers can make to the development and wellbeing of children.	E	A/I
	A commitment to collaborative and cooperative working with colleagues.	E	A/I
	The ability to actively encourage and motivate children to advance their learning.	E	A/I
	Knowledge of the school and its setting/community.	E	A/I
	Experience of working with and/or caring for children in an educational setting.	D	A/I
Special Working Conditions:	Improve own knowledge and practice by participating in professional reviews.	E	A/I
	Demonstrate a positive attitude to continuing professional development.	E	A/I
	The ability to recognise and respond appropriately to situations that challenge equality of opportunity.	E	A/I
	Be committed to working within the school's policies and procedures adhering to safe working practices.	E	A/I
	The ability to converse at ease with pupils, colleagues and parents/carers and provide advice in accurate spoken English.	E	A/I

Key

E Essential **R** References
I Interview **C** Certificate
D Desirable
A Application