

Job Description

Post Title: Early Years Teaching Assistant

Responsibility: To work under the guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for children and to assist the teacher in the management of pupils and the classroom in accordance with the School's policies and procedures.

Responsible to: Lead Teacher/ Teacher/Headteacher

Duties include:

- Work in partnership with teachers and other professionals to provide effective support for learning activities tailoring it to the needs of individual children if necessary.
- Contribute to the planning, preparation, maintenance and evaluation of learning activities and environment, identifying areas of improvement and new developments as necessary.
- Prepare activities, with clear learning outcomes, to support children to achieve objectives, in conjunction with the class teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activities and assist children in their use.
- Work with small groups of children and individuals within the classroom and/or externally to the main class as required (e.g. phonics, focused activities, etc.).
- Set challenging and demanding expectations and promote self-esteem and independence.
- Monitor children's responses to learning activities/interventions and accurately record achievement/progress and feed back to the teacher.
- Assist in the display and presentation of learning materials and children's work inside and outside of the classroom environment as required.
- Maintain a high level of pastoral care to children within the class and throughout the school.
- Provide appropriate help throughout the day, including break and lunchtime monitoring as necessary.
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Provide pastoral care and support to sick and injured children, taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents.
- Maintain accident records as required.
- Establish constructive relationships with parents/carers.
- Attend and participate in relevant meetings as required.
- Be a role model for children and colleagues in terms of speech, dress, behaviour and attitude.
- Be punctual and professional at all times.

- Maintain and promote a positive image of the school to children, parents and visitors.
- You will be required to meet the individual needs of the pupil which may include intimate care
- The Post holder may undertake any other duties that are commensurate with the post.

Statutory duties:

- **Safeguarding**
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with BCAT procedures.
- **Equality and Diversity**
To be responsible for promoting equality and diversity in line with BCAT procedures.
- **Health and Safety**
To be responsible for following health and safety requirements in line with BCAT procedures
- **Training and development**
To participate proactively in training and development including qualification development required in the job role.
- **Other duties**
Any other duties as determined by your line Manager