

## Orchard Fields Community School

### Early Years Teaching Assistant.

#### Job Description

This job description is written in accordance with recommendations in the Conditions of Service handbook.

**Purpose:**

To be responsible for the education of a group of children, or individual children as directed by the Early Years Leader or Nursery Teacher. To provide a broad based curriculum which takes account of the statutory requirements of the Early Years Foundation Stage Framework and school policies and guide lines.

To be an active member of the school and share responsibilities, skills and expertise when required.

**Position in organisation:**

The teaching assistant will be accountable to families, the school staff, the governors and may be responsible to lead or co-ordinate on a subject area.

The teaching assistant will be specifically responsible for the children in her/his care and have general responsibility for all the children in the school with regard to behaviour and discipline. The teaching assistant will have a responsibility to support colleagues when required and to generally support new members of staff.

**Responsibilities:**

The teaching assistant is expected to:

- Be available for work for 195 days in any school year as specified by the head teacher
- Provide a stimulating learning environment for the children which is in accordance with the health and safety requirements and have

responsibility for the monitoring and maintenance of any resources used in the classroom.

- Ensure that small group planning is completed weekly/daily as specified by the teacher and that it reflects the requirements of the Early Years Foundation Stage and National Curriculum where applicable and the long and medium term plans of the school.
- Maintain records for each child and ensure that pupils' individual assessment profiles are kept up to date in order to promote continuity of assessment for learning, including next steps. When children transfer, ensure that the records are accessible to those who need to see them.
- Promote positive behaviour and have good classroom management skills.
- Ensure that the school safety policy and procedures are followed in order to keep children and adults safe.
- In consultation with the Early Years Leader, set end of year targets for each child and set individual targets for each child in Literacy and Numeracy.
- Liaise with the SENCo on providing support and a differentiated curriculum for children with special educational needs.
- Promote a climate which invites parents to be involved in their child's learning, keeping parents properly informed about the work planned and the way it relates to their child's needs encouraging specific support when needed.

### **Relating to the whole school.**

The teaching assistant is expected to:

- Promote a friendly welcoming climate.
- Ensure consistency of practice across the school.
- Help maintain good order and discipline throughout the school.
- Participate in school related administration and organisational tasks such as registration, playground duty, assemblies etc (i.e. tasks which call for teacher's professional skills and judgment).
- Play an active role in occasional staff meetings and attend courses relevant to personal professional development and/or the needs of the school.
- Attend parent meetings and consultations if requested by the Early Years Leader

- Support the school in its links with the wider community.

**Planning and preparation time**

The teaching assistant will:

- Be allowed reasonable periods of time, PPA time, to enable them to carry out their duties - planning and preparing lessons for small groups, assessing, recording and reporting on the development, progress and attainment of individual children and assessments and reports.