

## Job Description

<b>Job Title</b>	Learning Assistant EYFS/KS1
<b>Grade</b>	5/6
<b>Reports to</b>	Headteacher, phase leader, Class Teacher
<b>Responsible for</b>	
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	To work in partnership with class teachers to assist pupils and to support their learning in line with the national curriculum, codes of practice and school policies and procedures. To provide health care support to specific pupils and meet need of pupils with SEN.
<b>Principal Accountabilities</b>	Working with individuals, whole class or small groups of children under the direction of teaching staff. Provide support to pupils, adapting and amending curriculum as appropriate.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate</li> <li>• Establish positive relationships with pupils supported</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• Support pupils with activities which support all areas of the EYFS curriculum</li> <li>• Support the development of areas of the outside area in partnership with the rest of the EYFS team.</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li> <li>• To attend to pupils' personal needs including help with social, welfare, care and health matters</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required</li> <li>• Assist with the development and implementation of targets including attending target setting meeting with teacher, parents and SENCo</li> <li>• Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher</li> <li>• Assist the teacher and other staff in the implementation of care programmes</li> </ul>

	<ul style="list-style-type: none"> <li>• To support learning by selecting appropriate resources/methods to facilitate agreed learning activities</li> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources necessary with the classroom and learning</li> <li>• Liaise with staff and other relevant professionals and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li> <li>• To assist with escorting pupils on educational visits</li> <li>• To assist pupils during activities e.g. swimming, PE</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

<b>Person Specification:</b>		<b>EYFS Teaching Assistant</b>
	Essential	Desirable
Qualifications	Good basic education to GCSE level C or above in literacy and numeracy, or the equivalent	Certificate or Diploma in Childcare and Education Level 2 or 3 in classroom support
Experience	The TA should have experience of:  Working in schools Working in Key stage one or foundation stage	In addition, the TA might have experience of:  being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar.
Knowledge and understanding	The TA should have knowledge and understanding of:  the needs of young children; child development and the ways in which children learn; the roles played by various adults in a child's education; delivering a synthetic phonics programme successfully The EYFS curriculum, ELG and GLD	Understanding of the Key stage one and two curriculum ELCLAN speech and language Read, Write Inc. Numicon NELI Precision teaching
Skills	The TA will be able to:  help professional staff to achieve their objectives; assist children on an individual basis, but also work as a member of a team; make assessments against the Early Learning Goals explain tasks simply and clearly; supervise and control children, and adhere to defined Communicate effectively and sensitively to parents, staff and outside agencies	In addition, the TA might also be able to:  monitor, record and make assessments about individual progress have used an online learning system like Class Dojo. suggest alternative ways of helping children if they are unable to understand; describe, in simple terms, the process of child development and how this links to expectations for behaviour and learning.