

St Barnabas Multi Academy Trust

Job Description

Title	Early Years Teaching Assistant	
Salary grade	D	
Responsible to;	CEO & Headteacher	
Line Manager	EYFS Class Teacher & EYFS Phase Leader	
Responsible for;	<p>Under the direction of the Reception Class teacher, take responsibility for: supervising pupils; planning and delivering activities; and assessing progress.</p> <p>Under the direction of the Reception Class teacher, support the organisation and delivery of learning activities as directed.</p> <p>Under the direction of the Reception Class teacher, take responsibility for the safety and well being of children and assist with daily communication with Parents and Carers.</p>	
	Essential	Desirable
Relevant Experience	Experience of working with children.	<p>Experience of working with children in the Early Years Foundation Stage.</p> <p>Experience of planning & delivering areas of the curriculum relating to early years.</p>
Education and Training	<p>Attainment of 4 GCSE's or equivalent qualifications, to include Maths and English.</p> <p>Qualified to a NVQ level 3 in Early Years Care & Education or an equivalent qualification as recognised by CACHE.</p>	
Knowledge and Skills		<p>Knowledge of the EYFS curriculum.</p> <p>Knowledge of the Early Adopters Early Years curriculum</p>

		Experience of contributing to the children's learning journey using Tapestry, or similar.
Job description	<p>To work with groups or individuals within the Classroom in all curricular areas under the direction of the EYFS teacher, in a variety of tasks to develop the physical, intellectual, emotional and social skills of the Early Years children.</p> <p>To assist with learning activities across the seven areas of learning.</p> <p>To develop children's knowledge through support and encouragement in the learning activities undertaken within the class.</p> <p>To provide opportunities for children to work towards the Early Learning Goals.</p> <p>To carry out domestic duties such as tidying up, serving snacks, organising cooking activities and changing children.</p> <p>To assist in preparing, mounting and removing wall displays.</p> <p>To help plan, prepare and set programmes of work and activities in cooperation with the EYFS teacher.</p> <p>To feedback information regarding the well-being and educational and developmental needs of children to the EYFS teacher, parents and Headteacher as appropriate.</p> <p>To contribute to children's learning journeys by using the Online Learning Journal, Tapestry.</p> <p>To accompany the children on class outings under the overall supervision of the EYFS teacher.</p> <p>To administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the school procedures (as trained) and to attend to children who are sick as necessary.</p> <p>To undertake the shared responsibility with the EYFS teacher of children's health and safety in the class and to promote health and personal hygiene to the children throughout the activities undertaken in the classroom.</p> <p>To undertake shared responsibility with all staff for the care and maintenance of equipment and resources.</p>	

	<p>To encourage self-control and self-discipline in the children throughout all activities undertaken in the EYFS class and to promote the positive behaviour policy.</p> <p>To supervise the children for short periods in the event of the EYFS teacher having to be called away.</p> <p>To liaise with outside agencies as required by the EYFS teacher.</p> <p>To attend staff meetings as required.</p> <p>To comply at all times with any current and future legislation relating to EYFS children.</p> <p>To be aware of the School Child Protection Procedures and to report any concerns noted in the course of duty in accordance with such procedures.</p> <p>To maintain confidentiality of information acquired in the course of undertaking duties for the School.</p> <p>To be responsible for your own continuing self-development, undertaking training as appropriate.</p> <p>To undertake other duties appropriate to the grading of the post as required.</p> <p>To be sympathetic to the aims and ethos of a Church School and actively promote the school vision.</p> <p>To undertake reasonable tasks outside of the Early Years setting as designated by the Headteacher.</p>
Personal Qualities	<p>Empathy and understanding of children under five.</p> <p>Excellent verbal and communication skills with children and parents.</p> <p>Ability to write reports and keep clear and accurate records.</p> <p>Excellent organizational skills.</p> <p>Administrative and basic IT skills.</p> <p>Calm and caring nature.</p> <p>Ability to work as part of a team.</p> <p>Able to work using their own initiative.</p>

	<p>Reliable, enthusiastic, and flexible.</p> <p>A commitment to quality in all areas, with a high level of motivation and enthusiasm.</p> <p>A creative thinker.</p> <p>A good sense of humour.</p> <p>An enthusiasm to contribute to the wider life of the school including clubs, trips and PTA events.</p>
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