

St Barnabas Multi Academy Trust

Job Description

Title :	Early Years Level 3 Teaching Assistant	
Salary:	Grade D	
Responsible to;	Executive Principal, Headteacher	
Line Manager	Headteacher, Nursery Manager and EYFS Phase Leader	
Responsible for;	To share with the Reception teacher the responsibility for caring and planning activities for the early years children and assessing progress. To assist the teacher in the practical organisation of activities and group work as directed. To help ensure the safety and well-being of the children and at all times act as a responsible carer.	
Relevant Experience	Essential	Desirable
	Experience of working with children.	Experience of working with children in an Early Years Setting
		Experience of planning & working with areas of the curriculum relating to early years.

Education and Training	<table><tr><th>Essential</th><th>Desirable</th></tr><tr><td>Attainment of 3 GCSE's or equivalent qualifications, to include Maths and English.</td><td>An Outdoor Education qualification such as Wild Tribe or Forest Schools.</td></tr><tr><td>Qualified to an NVQ level 3 in Education or an equivalent qualification as recognised by CACHE.</td><td>Qualification in Paediatric First Aid.</td></tr></table>	Essential	Desirable	Attainment of 3 GCSE's or equivalent qualifications, to include Maths and English.	An Outdoor Education qualification such as Wild Tribe or Forest Schools.	Qualified to an NVQ level 3 in Education or an equivalent qualification as recognised by CACHE.	Qualification in Paediatric First Aid.
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Knowledge and Skills	<table><tr><th>Essential</th><th>Desirable</th></tr><tr><td>Knowledge of the Early Years Curriculum</td><td>Experience of using an online learning journey such as Tapestry.</td></tr></table>	Essential	Desirable	Knowledge of the Early Years Curriculum	Experience of using an online learning journey such as Tapestry.		
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Job Description	<p>To work with groups or individuals within the Indoor Nursery and the Outdoor Nursery, in all curricular areas under the direction of the Class 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>						

To help plan, prepare and set out programmes of work and activities in co-operation with the nursery manager.

To feedback information regarding the well-being and educational and developmental needs of children to the nursery manager, parents and Headteacher as appropriate.

To contribute to children's learning journeys by using the Online Learning Journal, Tapestry.

To accompany the children on class outings under the overall supervision of the nursery manager.

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.

To undertake the shared responsibility with the nursery manager 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.

To undertake shared responsibility with all staff for the care and maintenance of equipment and resources.

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>To supervise the children for short periods in the event of the nursery manager having to be called away.</p> <p>To liaise with outside agencies as required by the nursery manager. 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 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>
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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 organisational 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 on own initiative.</p> <p>Reliable, enthusiastic, and flexible.</p>
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	<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>
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