

# St Barnabas Multi Academy Trust

## Job Description

Title	Early Years Teaching Assistant - Level 3
Salary grade	D
Responsible to	Headteacher/CEO
Line Manager	EYFS Class Teacher & EYFS Phase Leader
Main Purpose of role	To take a pro-active role in the support of the educational, social and physical needs of pupils in the Early Years setting; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.
Duties and responsibilities	<ul style="list-style-type: none"> <li>● 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.</li> <li>● To assist with learning activities across the seven areas of learning.</li> <li>● To develop children's knowledge through support and encouragement in the learning activities undertaken with the class.</li> <li>● To provide opportunities for children to work towards the Early Learning Goals.</li> <li>● To carry out domestic duties such as tidying up, serving snacks, organising cooking activities and changing children.</li> <li>● To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.</li> <li>● To assist in preparing, mounting and removing wall displays.</li> <li>● To help plan, prepare and set programmes of work and activities in cooperation with the EYFS teacher.</li> <li>● To feedback information regarding the well-being and educational developmental needs of children to the EYFS teacher, parents and Headteacher as appropriate.</li> <li>● To contribute to children's learning journeys by using the online learning journal, Tapestry.</li> <li>● To accompany the children on class outings under the overall supervision of the EYFS teacher.</li> <li>● To administer first aid (as trained), dispense medically prescribed controlled drugs in accordance with the school</li> </ul>

	<p>procedures (as trained) and to attend to children who are sick as necessary.</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● To undertake shared responsibility with all staff for the care and maintenance of equipment and resources.</li> <li>● 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.</li> <li>● To supervise the children for short periods in the event of the EYFS teacher having to be called away.</li> <li>● To liaise with outside agencies as requested by the EYFS teacher.</li> <li>● To attend staff meetings as required.</li> <li>● To comply at all times with any current and future legislation relating to EYFS children.</li> <li>● To be aware of the school safeguarding and child protection procedures and to report any concerns noted in the course of duty in accordance with such procedures.</li> <li>● To maintain confidentiality of information acquired in the course of undertaking duties for the school.</li> <li>● To be responsible for your own continuing self-development, undertaking training as appropriate.</li> <li>● To undertake other duties appropriate to the grading of the post as required.</li> <li>● To be sympathetic to the aims and ethos of a church school and actively promote the school vision.</li> <li>● To undertake reasonable tasks outside of the Early Years setting as designated by the Headteacher.</li> </ul>	
	<b>Person Specification</b>	
	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>GCSE grade C or above in English and Maths or NVQ level 2 or above (or equivalent qualification)</p> <p>Qualified to EYFS level 3 or above (or equivalent qualification).</p>	<p>Additional qualifications such as Autism awareness/Makaton etc.</p>

<p>Knowledge and Experience</p>	<p>Experience of working with EYFS children.</p> <p>Knowledge of a range of issues relevant to education and child development.</p> <p>.</p>	<p>Experience of working with children in the Early Years Foundation Stage.</p> <p>Experience of planning and delivering areas of the curriculum relating to Early Years.</p> <p>Knowledge of the EYFS curriculum.</p> <p>Experience of contributing to the children's learning journey using Tapestry, or similar.</p>
<p>Skills &amp; Abilities</p>	<p>Organisational skills.</p> <p>Good communication skills.</p> <p>Basic IT skills.</p>	<p>Experience of using google platform (google docs/google sheets etc)</p>
<p>Additional</p>	<p>Empathy and understanding of children under 5.</p> <p>Able to prioritise between different demands.</p> <p>Able to work to deadlines.</p> <p>Self-motivated, and able to work in a team.</p> <p>An interest in children and education.</p> <p>Patient and friendly approach.</p> <p>Reliable, enthusiastic, and flexible.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	