Anthony Bek Primary School
Job Description 2023

Post:	**Early Years'** Teaching Assistant
Responsible to:	The Headteacher
Liaison with:	Teaching Staff Teaching Assistants Professional Staff Involved in the Education of Children Parents
Purpose of the Post:	To carry out duties and responsibilities within the guidelines of the Derbyshire County Council agreed framework for Teaching Assistants and the Education Act, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of schools.

Duties and Responsibilities

(a) Working under guidance of the class teacher but not always under direct supervision:

1. Deliver learning activities following the planning of the class teacher, adapting them, where required, to meet the needs of learners and liaising closely with teachers regarding the activities or environments planned for an individual/class/group.
2. Effectively communicate the activities/environments planned by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations and promote independence as well as child-led learning.
3. Assist with setting out and collecting learning materials, preparation of resources (including reprographics) and development of the learning environments, including displays.
4. Provide support for the class teacher in assessing pupils' responses to learning activities, their strengths and areas of challenge, including those which may impact on behaviour through verbal feedback and annotating plans as appropriate.
5. Support the teacher in assessing pupils through observation, updating relevant records as required.
6. Work closely with the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies in the classroom and extend this to supporting staff around the school and outside areas, reporting behaviour to the relevant teacher, as required.
7. Identify the needs and preferences of children developing activities and learning environments / spaces/ activities that will meet those need in liaison with the teacher.
8. Establish and promote productive relationships with pupils, acting as a role model and setting high expectations.
9. Promote the inclusion and acceptance of all pupils within the classroom and school.
10. Establish constructive relationships and communicate with parents and other relevant professionals, in liaison with the teacher, to support pupils' learning and progress.

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11. Encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
12. Respond knowledgeably to any questions from pupils and encourage children to ask questions of their own.
13. Ensure the health, safety and welfare of pupils is maintained at all times.
14. Promote social and emotional development of pupils.
15. Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
16. Support the use of literacy, numeracy and ICT.
17. Provide pastoral care when required and immediate care in case of health and hygiene needs and minor accidents, and report serious incidents to the appropriate person for action.
18. Accompany teaching staff and pupils on educational visits.
19. Contribute to the overall ethos, aims and work of the school.
20. Be aware of, uphold and contribute towards the development of the school's policies and procedures.
21. Participate in appropriate school-based meetings and training activities as required.
22. Undertake any administrative duties relevant and appropriate to this post.
23. Take an active part in appraising own skills, knowledge and understanding, including appraising own performance against agreed priorities and targets in accordance with the school's performance management and identifying / completing training needs as required.
24. Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
25. To liaise with teacher/ line manager regarding concerns.

(b) Working under guidance and using specialist knowledge and understanding to:

Support for Pupils with additional needs

1. To deliver interventions to individuals and groups as appropriate following agreed schemes as directed by the teacher.
2. To plan and deliver interventions for a particular area directed by the teacher, to individuals and groups, as appropriate.
3. Develop/use specialist skills through training and liaising with teachers and/or external agencies to support planning and delivering appropriate learning opportunities to meet specific learning needs e.g. dyslexia, dyspraxia, Asperger's, autism, ADHD, physical disabilities etc as appropriate.
4. Provide support for multi-lingual/bilingual pupils e.g. help pupils to access the curriculum and support the development of target language.
5. Adapt and modify planned activities for pupils who are making extremely slow progress, leading to accelerated progress.
6. Assist with the development, monitoring and implementation of Pupil Passports, Behaviour Support plans and Education and Health Care plans as required.
7. Promote the use of visual, auditory and tactile methods/resources to improve pupils' understanding
8. Use agreed techniques to deal with challenging behaviour, and use the lowest level of intervention necessary to be effective.

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Methods of Working:

1. To understand and comply with the School's/Derbyshire County Council's Child Protection Policy/Guidelines.
2. To maintain confidentiality at all times and observe data protection and associated guidelines where appropriate.
3. To understand and carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
4. To understand and comply with the School's Health and Safety Policy in the performance of their duties and responsibilities.
5. To understand and comply with all other relevant school policies.
6. To maintain confidentiality and observe data protection and associated guidelines where appropriate.

Signed _____

Print Name _____

Date _____