

**St James and St John CE Primary School Job Description
EYFS Level 1 Teaching Assistant**

Job Title:	EYFS Level 1 Teaching Assistant
Grade:	Band 1 Level I Steps 1 to 4
Responsible to:	Assistant Headteacher (EYFS) and other EYFS teaching staff
Responsible for:	NA

Purpose of Job

The Teaching Assistant will be a member of the EYFS team, under the leadership and supervision of teaching staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Responsibilities

TASKS

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Act as a nominated key adult for identified pupils as per the statutory framework for the early years foundation stage
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

SUPPORT FOR THE TEACHER

- Prepare both inside and outside areas as directed for learning, clear after learning and eating times and assist with the display of pupils' work
- Support the ongoing assessment of pupil progress as directed by teacher (e.g. making records or observations)
- Undertake general pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Supporting pupils in undertaking tasks from across the curriculum as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

SCHOOL VISION AND VALUES

To demonstrate in their role that they are living out the school's distinctive Christian vision and values.

Experience (*essential requirements*)

1. Working with or caring for children and young people, ideally in a similar environment
2. Experience of supporting children in the early years age range (0 to 5)

Qualifications/Training (*essential requirements*)

3. Completion (or willing to undertake) level 2 teaching assistant training
4. Participate in development and training opportunities

Knowledge/Skills (*essential requirements*)

5. Basic knowledge of first aid
6. Good numeracy/literacy skills
7. Able to use basic technology - computer, video, photocopier
8. Ability to relate well to children and adults
9. Knowledge of child development
10. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
11. Commitment to the protection and safeguarding of children and young people.
12. Value and respect the views and needs of children and young people
13. Work collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations
14. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams
15. Be resilient and demonstrates ability to work well under pressure. Manages time effectively
16. Willing to work willingly within organisational procedures, processes and to meet required standards for the role
17. Committed to continual personal and professional development
18. Reflective and learns from past experiences