

**St James and St John CE Primary School
Level 3 Teaching Assistant (EYFS) Job Description**

Job Title:	Level 3 Teaching Assistant for EYFS
Grade:	Band 2 Level I
Responsible to:	Assistant Headteacher (EYFS) and other EYFS teaching staff
Responsible for:	Some support and supervision of level 1 teaching assistants under the direction of EYFS teaching staff

Purpose of Job

1. to provide high quality care and education for the children attending the EYFS
2. to work as part of the EYFS team in order to provide a broad, balanced, relevant and differentiated curriculum that meets the intellectual, social, moral, spiritual and physical needs of each child in the EYFS implementing the nursery's ethos and agreed policies.

Main Responsibilities

TASKS

SUPPORT FOR THE CHILDREN

1. to promote the learning and development of children aged 3-5 by working as part of a team
2. to participate in curriculum planning and evaluation taking into account children's prior knowledge, experiences, needs and interests; the processes of early learning; defined areas of learning
3. to assist in planning, organising, resourcing and evaluating the physical space in the EYFS both inside and outside, to provide a learning environment that offers intellectual and creative stimuli, supports deep level learning, encourages the development of complex play, recognises and promotes ethnic, cultural and linguistic diversity and fosters children's sense of identity and self esteem
4. to implement planned learning experiences and interventions with individual children or groups of children as appropriate, ensuring that each child has access to a broad, balanced and meaningful curriculum
5. to foster the children's language development through meaningful and relevant activities that engage them, using questions and talk to develop children's ability to think and express their ideas
6. to make continuous and focused observations of children involved across the whole provision contributing to the ongoing assessment for each child
7. to attend to or plan for the support of meeting the pupils' personal needs, including the implementation of related personal programmes such as those catering for social, health, physical, hygiene, first aid and welfare matters

SUPPORT FOR THE FAMILY

8. to promote parent's involvement in their children's learning and development and to support families by working with others in the team by doing the following:
 - a. working in partnership with the children's parents or carers as an identified key adult for a group of children as per the statutory framework for the early years foundation stage
 - b. to share observations and assessments of children progress with parents or carers and encourage their active participation in the process through informal contacts, reviews of learning, regular meetings.

- c. increase parents awareness of the process of early learning through documentation and displays of children's work
- d. participate in dissemination of information about the school system and curriculum organisation in order to help the transition to the next phase of education

SUPPORT FOR THE SCHOOL

9. to work as part of a multi professional team to create a caring and educational environment, promoting the ethos of values of the nursery.
10. to share specialist knowledge with colleagues during informal daily interactions as well as staff meetings
11. to work at all times within the framework of the EYFS.
12. to draw from the expertise and advice of other colleagues and to plan with outside agencies to meet the needs of individual children and families
13. to take on responsibility, mentor and train level one teaching assistants or students on various childcare courses as required
14. to lead within a classroom, on occasion, as per the direction of the EYFS lead and/or classroom teacher
15. to undertake and attend continued professional development to meet the needs of the EYFS and school

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

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. Experience of planning age appropriate activities and contributing to ongoing assessment
2. Experience of working in EYFS settings
3. Working with pre-school children who have been identified as having special educational needs
4. Working with or caring for children and young people, ideally in a similar environment

Qualifications/Training (*essential requirements*)

5. Level 3 qualification in childcare or equivalent
6. GCSE English and Mathematics, Grade C and above or equivalent
7. First Aid

Knowledge/Skills (*essential requirements*)

8. Knowledge of Early years foundation stage curriculum
9. Commitment to working in partnership with parents and other professionals
10. The ability to communicate and work cooperatively and effectively with both young children and parents/carers
11. Ability to work in a helpful and courteous manner promoting a positive image of the School
12. Confidence to work from own initiative, organise time effectively and to be flexible and adaptable
13. Ability to build relationships through openness, trust and mutual respect in which people feel able to share, learn and positively contribute
14. Ability to work in and promote a child centred environment showing sensitivity to the needs of children and parents
15. Willingness to attend appropriate training and is reflective on own practice
16. Knowledge of the developmental needs of the pre-school child
17. Ability to relate well to children and adults
18. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
19. Commitment to the protection and safeguarding of children and young people.
20. Value and respect the views and needs of children and young people
21. Work collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations
22. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams
23. Be resilient and demonstrate ability to work well under pressure.
24. Manages time effectively
25. Willing to work within organisational procedures, processes and to meet required standards for the role
26. Commitment to the distinctive Christian Vision and Values of the school