

|  |  |
| --- | --- |
| **Post:** | EYFS Teaching Assistant |
| **Grade:**  | Grade 3 SCP 5-7 |
| **Responsible to:**  | Early Childhood Lead  |
| **Working Time:**  | 37 hours per week, TTO, Permanent  |

**Job Purpose**

* To work under the guidance of the EYFS Lead, teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.
* Support pupils to make good progress through high quality early childhood provision.
* Lead extra-curricular clubs
* Ensure that the learning environment is stimulating, purposeful, and safe
* Contribute to curriculum planning and development, including quality assurance procedures
* To provide emergency class cover when a teacher is absent

**Planning and teaching**

* Assist in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* To execute lesson planning by working directly with children to ensure that they make at least good progress
* To develop/maintain/produce/support the provision of specialist equipment and resources as appropriate
* Attend to pupils’ personal needs and provide advice to assist in their social, health and hygiene development
* Lead and resource daily sessions and intervention groups.
* To provide a high standard of cover lesson as and when required, ensuring the work set by the classroom teacher is completed.
* To lead extra-curricular provision

**Behaviour**

* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
* Have high expectations of behaviour, promoting self-control and independence of all learners.
* Manage behaviour effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils

**Assessment**

* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Assist the teacher with assessment and feedback in line with the school policy
* Be responsible for keeping and updating records as agreed with senior staff, contributing to the review of systems/records as requested
* Update allocated individual development records, maintaining confidentiality at all times e.g. assessment records and children’s care plans

**Fulfil wider professional responsibilities**

* Develop effective professional relationships
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* To provide support, advice and information to parents/carers and families.
* Work proactively and effectively in collaboration and partnership with professionals from other support services, other agencies and specialist voluntary and independent organisations
* Make a positive contribution to the wider life and ethos of the school
* Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
* Contribute to the planning and development of the curriculum, including quality assurance procedures

**Professional development**

* Regularly review your own performance and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your performance through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Attend staff meetings and INSET days
* Proactively participate with arrangements made in accordance with Appraisal Regulations

**Other**

* To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
* Act within the statutory frameworks
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
* Perform any reasonable duties as requested by the Headteacher

Signed to indicate agreement……………………………….. [Post-holder]

Date……………………

Signed ………………………………………………………….. [Manager]

Date …………………....



**Person Specification:** Gd3 EYFS Teaching Assistant

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | **Evidence of**: * NVQ level 3 for Teaching Assistants or equivalent qualification or experience
* Recent, impactful experience working in an early childhood setting
 | **Evidence of:** * Paediatric First Aid
 |
| **Organisation** | **Evidence of ability to:** * manage time and prioritise workload effectively
* identify (potential) problems and address these
* balance the demands of many responsibilities effectively
* record and pass on information accurately
 | **Evidence of ability to:** * organise and manage an area of responsibility
 |
| **Specialist Skills and Knowledge** | **Demonstrates:** * child-centred vision for education
* effective and positive approach to behaviour management
* ambition for children’s outcomes and achievement
* ability to deliver effective learning opportunities
* careful consideration of, and ability to provide for, the needs of **all** children
* positive impact on pupil outcomes and wellbeing
 |   |
| **Disposition and attitudes** | * Dedication and drive to provide the best possible educational provision
* Enthusiasm for childhood education
* Altruistic approach to supporting children, families and colleagues
* Advocate of the school’s Christian ethos
* High levels of integrity, resilience and emotional stability
* Shows initiative, calmness and flexibility when faced with challenging situations
* Demonstrates reliability and loyalty
 |   |
| **Specific Requirements** | * Excellent communication skills, including oral, written and use of IT
* Commitment to safeguarding and promoting the welfare of children
* Uphold high levels of professional standards at all times
* Maintain confidentiality in all school matters
 |  |