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| **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 …………………....

Background pattern

Description automatically generated with medium confidence

**Person Specification:** Gd3 EYFS Teaching Assistant

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|  | **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 |  |