

# **THE WILMSLOW ACADEMY**

## **JOB DESCRIPTION**

**JOB TITLE:** EYFS Teaching Assistant

**GRADE:** 6

**REPORTS TO:** EYFS LEAD/ PRINCIPAL

### **JOB PURPOSE**

To support the teachers in the delivery of the Early Years Curriculum to our Early Years pupils, working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment in which all children make excellent progress.

### **MAIN RESPONSIBILITIES**

- 1 Use acquired skills to support and deliver learning activities and contribute to the development of the children's education resulting in effective teaching and learning.
- 2 Provide input into the planning and evaluation of learning activities for pupils to enable teachers to make informed decisions when developing their plans.
- 3 Supervise the activities of children to ensure their safety and support their development in accordance with the school's behaviour management policy.
- 4 Monitor pupil's progress, achievements and development, and communicate effectively with teachers to inform decisions taken regarding Special Educational Needs and Safeguarding.
- 5 Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being and development.
- 6 Record pupil information in line with the safeguarding policy and procedures as directed by the Designated Safeguarding Lead.
- 7 Ensure pupils well-being is maintained by attending to children's first aid, personal and physical needs.
- 8 Prepare and maintain learning resources and ensure that the learning environment is tidy and organised, and complies with relevant health and safety requirements.
- 9 Display and present the pupils' work, under the direction of teaching staff, in workbooks and the classroom so that it enhances the learning environment and celebrates achievement.
- 10 Attend staff and team meetings, and participate in staff training as required.