

EYFS TEACHING ASSISTANT

Job Description



- To work under the instruction and guidance of the Early Years Lead and Headteacher to enable access to learning for early years pupils and to assist the class teacher in the management of pupils and the classroom.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the assessment and development of individual children.
- Establish effective relationships with pupils and interact with them according to their needs.
- Encourage pupils to interact with others and engage in activities, role modelling where necessary.
- Have high expectations for all and promote self-esteem and independence.
- Provide feedback to class teacher in relation to progress and achievement.
- Assist in establishing and developing a safe, creative and empowering environment.
- Promote good pupil behaviour across the school.
- Establish constructive professional relationships with parents and carers.
- Provide clerical support when required to ensure timely and purposeful documentation for assessment.
- Undertake adult-led learning activities, with the support and guidance of the class teacher.
- Record and document child-led learning.
- Prepare, maintain and use equipment required to meet learning objectives.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Promote inclusion and acceptance of all pupils
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos of the school.
- Attend and participate in relevant meetings, training and learning activities as required.
- Assist with the supervision of pupils inside and out.
- Lead supervision at lunchtime for EYFS children.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Have a optimistic and solution focussed attitude towards work

Signed..... Date.....

Signed Headteacher.....

Person specification: EYFS Teaching Assistant

Knowledge and skills

Essential

- NVQ Level 3 or Teaching Assistants/NEEB or equivalent qualifications or experience
- Good oral communication skills
- Good numeracy/literacy skills - GCSE in Maths and English
- Good experience of using ICT
- Good knowledge of Early Years Foundation Stage

- Experience of working with children in the classroom
- Experience of working with children in an outdoor environment
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other basic learning programmes/strategies
- Work constructively as part of a team, understanding classroom/ playground roles and responsibilities
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Good understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities

Desirable

- Completion of DfES Teacher Assistant Induction Programme
- Experience of caring/responsibility for children
- Willingness to learn and attend training
- First aid training/qualification
- An understanding of the technical elements of ICT
- Experience of working with children with special needs and/or disabilities

Personal qualities

- Good interpersonal skills
- Friendly and outgoing
- Trustworthy and discrete
- Well organised
- Flexible and adaptable
- Team player
- Self-motivated
- Enjoy learning and optimistic
- Tolerant and patient
- Calm
- Good sense of humour
- Reliable
- Relate well to adults and children
- Proactive and solution focussed