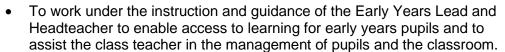
# EYFS TEACHING ASSISTANT Job Description





- 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/NNEB 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 polices/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 polices/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