St Matthew's C of E Primary School
Teaching Support Assistant EYFS

JOB DESCRIPTION

Post Title**: Teaching Support Assistant EYFS**
Salary Range: **Scale 3**
Reports to: **Headteacher / Deputy Headteacher / Inclusion Leader**

PURPOSE OF JOB:

- To support children's learning and to share in the care and wellbeing of the children in our EYFS setting
- To support all children in accessing engaging, interactive and fun learning activities to secure their knowledge and understanding.
- To work under the instruction and guidance of the class teacher and the Leadership team to provide skilled support, enabling access to learning for all pupils, through use of effective resources and high impact intervention programmes.
- To ensure school policies, procedures and strategies are consistently adhered to across the school, in order to promote the school's values and ethos.

CORE DUTIES:

- Provide high quality support to pupils, individually and in groups, to enable them to participate in all learning activities and experiences in EYFS
- Set high expectations and ensure pupils are challenged at all times
- To support children's communication and language skills through meaningful interactions and effective modelling
- To be involved in the planning, development and delivery of learning activities and intervention programmes in liaison with the class teacher and Inclusion Lead and feedback in relation to the children's progress
- To observe, assess and record pupils' progress and adapt agreed approaches to meet their particular needs.
- Provide feedback to pupils in relation to their progress, making clear their next steps and strategies for achievement, under guidance of the teacher.
- Assist with the development, implementation and review of Individual Education Plans/Behaviour/EHCPs.
- To be able to use own initiative in sourcing resources and using software to enhance children's learning.
- To establish positive relationships with pupils reinforcing children's self-esteem, wellbeing and independence to support effective learning and where appropriate foster links between home and school.
- To support with setting up the classroom and activities at the start and end of each day
- Complete first aid training and administer medication/procedures throughout the school day, as required.
- To deliver high quality support including intimate care when necessary
- To attend relevant Professional Development training.
- Assist with school events e.g. trips, fairs, concerts.
- To ensure that the safeguarding of children is always the first priority.