

Childhaven Community Nursery School

General Teaching Assistant

	NYCC	Childhaven
JOB PURPOSE:	To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.	Support learning and development of groups of children, within the planning framework developed by the teachers. Work collaboratively within the nursery team, complementing the work of teachers, and key workers.
Supporting Learning & Development	<p>Support pre planned learning/behaviour activities as directed by the teacher.</p> <p>Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students.</p> <p>Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</p>	<p>Work within the framework of core provision plans, medium and short term plans to support children's learning and development.</p> <p>Make observations as required and contribute to the on-going observational assessment of children's learning and development .</p> <p>Engage with children to develop sustained, shared thinking, and promote the characteristics of effective learning, as defined in the EYFS.</p>
Communication	Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals	Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals

	Communicate effectively with all pupils, families, carers and other agencies / professionals	Communicate effectively with all pupils, families, carers and other agencies / professionals
Sharing information	<p>Share information confidentially about pupils with teachers and other professional as required</p> <p>Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</p> <p>Participate in staff meetings</p>	<p>Share information confidentially about pupils with teachers and other professional as required.</p> <p>Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</p> <p>Participate in staff meetings</p>
Safeguarding and Promoting the Welfare of Children/Young People	<p>Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</p> <p>Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</p>	<p>Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence. Support children during lunchtimes.</p> <p>Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</p>
Administration/Other	<p>Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work</p> <p>Support the use of ICT and adhere to relevant policies</p> <p>Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations</p>	<p>Prepare and maintain the learning environment, with reference to provision plans and identified enhancements.</p> <p>Carry out routine tasks to support the work of teacher, HLTAs and ATAs.</p> <p>Support the use of ICT and adhere to relevant policies</p> <p>NA</p> <p>Participate in appraisal, training and other learning activities</p>

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Health & Safety	<p>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</p> <p>Work with colleagues and others to maintain health, safety and welfare within the working environment</p>	<p>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</p> <p>Work with colleagues and others to maintain health, safety and welfare within the working environment</p>
Data Protection	To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality	To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<p>Promote inclusion and acceptance of all pupils</p> <p>Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</p>	<p>Promote inclusion and acceptance of all pupils</p> <p>Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</p>
Customer Service	<p>The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <p>The County Council requires that staff offer the best level of service to their customers and behave in a way that gives</p>	<p>The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <p>The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence.</p>

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