GORSE

JOB DESCRIPTION

Job Title: **Early Years Foundation Stage (EYFS) Teaching Assistant**
Grade: **A1/B1 (SCP 2-6)**
Reporting to: **Class Teacher / Principal**

Job Purpose:
To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Duties:
- To attend to the children's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and support children, ensuring their safety and access to learning.
- To establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all children.
- To encourage children to interact with others and engage in activities led by the teacher.
- To encourage children to act independently as appropriate.
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of children's work.
- To be aware of progress/achievements/issues and report to the teacher as agreed.
- To undertake record keeping as requested.
- To support the teacher in managing behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed.
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support children to understand instructions.
- To support young people in respect of local and national learning strategies - literacy, numeracy, Early Years, as directed by the teacher.
- To support children in using basic ICT as directed.
- To prepare and maintain equipment/resources as directed by the teacher and assist children in their use.
- To be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To assist with the supervision of children and young people out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and children on visits, trips and out of school activities as required.

Personal Responsibilities:
- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

The GORSE Academies Trust
c/o John Smeaton Academy, Smeaton Approach, Barwick Road, Leeds, LS15 8TA
T 0113 487 8888 | **E**: info@tgat.org.uk | **W** www.tgat.org.uk

GORSE

Person Specification
EYFS Teaching Assistant

Criteria	Essential/ Desirable
Qualifications	**E/D**
• GCSE grade C/4 and above in Maths and/or English	**D**
• CSE level 2.	**D**
• Completion of DfES Teacher Assistant Induction Programme.	**D**
Knowledge and Skills	**E/D**
• Good numeracy/literacy skills.	**E**
• Use basic technology – computer, video, photocopier.	**E**
• Ability to relate well to children and adults.	**E**
• Ability to work constructively as part of a team.	**E**
• Appropriate knowledge of first aid.	**D**
• To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection.	**D**
• Understanding classroom roles and responsibilities and your own position within these.	**D**
Experience	**E/D**
• Working with or caring for children of relevant age.	
Continuous Professional Development	**E/D**
• Evidence of commitment to Continuing Professional Development.	**E**
Other Conditions	**E/D**
• Enhanced DBS Clearance.	**E**

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