

**FAMILIES AND WELLBEING DIRECTORATE**

<b>SCHOOL:</b>	<b>SANDY LANE NURSERY AND FOREST SCHOOL</b>
<b>POST TITLE:</b>	<b>LEVEL 2 TEACHING ASSISTANT VARIABLE PERMANENT HOURS CONTRACT TO START AS SOON AS POSSIBLE</b>
<b>GRADE:</b>	<b>4: £25,183 - £25,584 (salary scale points 6-7) pro-rata (Paid throughout the year as a term-time percentage of 86.02% with under 5 years' service; 87.96% with over 5 years' service)</b>
<b>REPORTS TO:</b>	<b>ROOM LEADER, DEPUTY HEADTEACHER AND HEADTEACHER</b>
<b>RESPONSIBLE FOR:</b>	<b>Supporting children in our nursery school to access the full EYFS (Early Years Foundation Stage) curriculum, including access to continuous provision and outdoor learning</b>

**MAIN PURPOSE**

To work with and supervise individuals and groups of children across the school, ie, in our mainstream classroom for 3-4 year olds, in our 2-year old provision and for our 2-4 year old children with additional needs in designated provision. This will be under the direction/instruction of teaching and/or senior staff and will cover specific individual learning needs, enabling access to learning for all pupils, and include assistance and support in classroom management and behaviour techniques. A team player, you will be flexible and hard-working, with:

- A sensitive approach
- High expectations of learners both behaviourally and educationally
- Well-developed communication skills, both with children and adults
- Experience of working in Early Years, including working with children with special needs and 2-year olds

**JOB PROFILE**

**SUPPORT FOR THE PUPIL**

- Establish good working relationships with children, acting as a role model
- Be aware of and respond appropriately to individual child needs, ensuring effective interaction
- Provide specific support to children, dependent upon their individual needs, ensuring their safety whilst supporting access to learning activities

- Promote inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to children in relation to progress and achievement under the guidance and direction of the teacher
- Support children with their intimate care as required, ie, nappy-changing, etc

### **SUPPORT FOR THE TEACHER**

- Provide minimal clerical/administrative support (eg, photocopying, typing, filing, collecting money, etc)
- Undertake pupil record-keeping, as requested
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support children in achieving learning goals
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging children to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers

### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake specific programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop children's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist children in their use
- Engage with children to support their development, both in the inside and outside learning environments

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- A willingness to do additional hours to meet the needs of the school
- Assist with the supervision of children out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and children on visits, trips and out of school activities as required

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**