

---

## Job Description for Level 3 TA (Early Years)

---

**Responsible to:** Headteacher

**Based at:** Redscope Primary School

**Paid on:** Band D, of the Support Staff Spine

### OVERALL PURPOSE OF THE POST

---

To work under the direction and instruction of appropriate lead staff or appropriate teaching assistant staff to support access to learning for pupils and provide general support to the management of pupils in the EYFS setting.

### MAIN DUTIES

---

#### Support for pupils

- Attend to the pupils' needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters. (This includes personal care in terms of nappies, toileting or peg feeding etc.)
- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the lead practitioner.
- Encourage pupils to act independently as appropriate.

#### Support for the teacher

- Prepare the classroom, as directed, for learning and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested using the EYFS framework and SEN plans.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

#### Support for the Curriculum

- Support pupils to understand instructions.

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

- Support pupils in respect of year group expectations local and national learning strategies e.g. EYFS, quality interactions, literacy, numeracy, KS1/2, as directed by the teacher.
- Support pupils in using communication skills as directed.
- Prepare and maintain resources as directed by the lead and assist pupils in their use.

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be committed to safeguarding and promoting the welfare of children and young people
- Contribute to the overall ethos/aims of the school.
- Support the role of other professionals
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times including before and after school at break and lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- To be available to work 2/5 of weekly hours during INSET days each year eg 2/5 x 25 hours = 10 hours per year (2 INSET days).
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- Post holders will be required to undertake the completion of the Teaching Assistant Induction Programme and basic skills training provided by the school
- Appropriate First Aid Qualification will be required
- **You may be required to work up to 2 evenings per academic year to support trust events.**

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

## Person Specification for Level 3 TA (Early Years)

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience working with young children</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in an educational setting</li> <li>Experience of working with pupils aged 2-3</li> <li>Experience working with students with SEN</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Possess a NVQ Level 3 (or equivalent) in Childcare/Early years and education</li> <li>GCSE or equivalent in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>A certificate in Food Hygiene</li> <li>First Aid training</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>An understanding of Early Years Foundation Stage</li> <li>Understanding of child development and learning</li> <li>Be able and willing to provide appropriate first aid, training will be provided if you do not currently possess first aid training</li> <li>Be proficient in standard IT packages including Microsoft offices</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of issues that may present barriers to learning and social inclusion</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively with a wide range of audiences</li> <li>Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues</li> <li>Flexible and able to adapt to change</li> <li>Reliable, hard working and able to use initiative</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>Willingness to undertake a variety of tasks in the classroom as directed by the teacher</li> <li>Willingness to be a wider part of school life and be involved in the school community</li> <li>Commitment to equal opportunities</li> </ul>	

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*