

JOB DESCRIPTION: EYFS/KS1 Teaching Assistant with breakfast club– Age 2-7
REPORTING TO: Headteacher, Deputy Headteacher, EYFS Leader, Class teacher

The Role: Teaching Assistant - (25 hours per week)

This role offers an exciting opportunity to join our well-resourced, busy and thriving Nursery and Primary School where we are seeking to appoint an inspiring, creative, calm, responsive, caring and enthusiastic individual to support our fabulous children. The Teaching Assistant will be responsible for supporting and organising a range of stimulating and educational activities throughout the day, providing the children with a combination of social learning, outdoor and indoor play and fun, engaging activities.

The successful applicant will need to continue the high standards of academic and experiential excellence for which our school is known.

Specific tasks and duties

- Supporting and leading play at breakfast club for Nursery through Primary children
- Preparing the classrooms ready for lessons
- Knowledge of RWI/Phonics to support children to learn to read
- Passion for early reading, an ability to patiently read with pupils, to them and to engage in storytelling
- Instinctively assisting children who need extra support to complete tasks
- Supporting the class teacher
- Supporting teachers in managing class behaviour by following our behaviour policy and system
- First aid and regular playground duties
- Clearing away materials and equipment after lessons
- Taking an active part in school outings and sports events
- Undergoing training as and when required
- Ensure all working practices meet standards and requirements
- To build positive relationships with children by acting as a role model and providing a warm, caring environment.
- To conduct observations on children assisting in completing developmental records
- To assist children with personal, social hygiene and care.
- To identify and report concerns in regards to children's development and progress.
- To assist in the devising and implementation of Personal Learning Journey's, working with SENCO and teacher.
- To promote and engage in effective, positive communication with children, colleagues, staff and parents.

Wider expectations

- To attend staff briefings, INSET and staff meetings as or when required
- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Assist with the supervision of pupils out of lesson times, including before school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff.
- To make good use of the School information management system, safeguarding and school email, replying to colleagues appropriately and in a timely manner when required.
- To contribute positively with the whole team and conduct themselves in a professional manner inside and out of school.

Person Specification

Qualifications	Essential	Desirable
Educated to GCSE level (or equivalent) – Mathematics and English Language at GCSE grade 4 or above (or grade C or above)	X	
Paediatric First Aid Qualification		X
NVQ Level 3 qualification or equivalent relevant to the role or be working towards a relevant qualification or working towards this qualification	X	
Professional Experience		
Experience of working with children in the relevant age group		X
Understanding of the Early Learning Goals (EYFS) and National Curriculum		X
Experience using Tapestry		X
Personal and Core Competencies and Skills		
Passionate about working with children	X	
Enjoys the company of children	X	
Committed to promoting and safeguarding the welfare of children	X	
Have a warm and encouraging personality	X	
Strong verbal communication skills - to encourage pupils' speech, language, communication skills	X	
An ability to communicate effectively with pupils, parents and staff	X	
Professional appearance and manner	X	
Patient and calm manner	X	
Ability to maintain confidentiality	X	
Awareness of health and safety requirements of the EYFS classroom role including awareness of risks and responsibilities	X	
Physically, emotionally, resilient and grounded	X	
Demonstrate good organisation skills	X	
Demonstrate good ICT skills	X	
Work constructively as part of a team, understanding classroom roles and responsibilities	X	
Desire to develop the breakfast club creatively for our pupils	X	

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list, and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.