



Carnforth School
Carnforth Road, Worcester, WR4 9HG
Telephone: 01905 758425
office@carnforthschool.org
Head of School: Mrs Sara Wood

EYFS Teaching Assistant Job Description

Main duties:

- Working with the EYFS staff team to deliver high quality childcare and education throughout the nursery
- to be a member of a multi-disciplinary team, communicating and working together to create an environment in which children's development is fostered and in which good relationships grow
- take responsibility for promoting and safeguarding the welfare of children
- assist in providing a high quality of teaching and offer appropriate stimulation and support to all children including those with special educational needs and those for whom English is an additional language
- help plan, create and implement nursery activities and events suitable for all children
- be responsible for implementing systems of observation and record keeping so that children's progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- ensure records are properly maintained, e.g. daily attendance register, accident and incident records
- to participate in staff review meetings and to identify in-service training needs
- develop partnerships with families and liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement in their children's learning
- ensure the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times
- ensure that all legal and statutory requirements are implemented
- adhere to the schools' policies and procedures
- promote positive behaviour
- assist in the preparation and cleaning up of activities
- advise the Head of School/ Executive Headteacher of any concerns, accidents/incidents
- attend in-service training and meetings as required
- carry out any other tasks which may reasonably be required as part of this post.