



## **CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL**

**Joyfully, unique in Jesus' family, we learn to use our special gifts  
to love, serve and make the world a better place**

### **Job Description - Pre-school Teaching Assistant**

Pre-School Teaching Assistant (Early Years Foundation Stage (age 2-5 years))

#### **Job purpose:**

- To promote the Catholic ethos of the school including promoting the safety and well-being of all.
- To work under the supervision of teachers and senior leaders to raise the learning and attainment of pupils while also promoting their independence, self esteem and social inclusion.

#### **Main Duties**

- This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.
- We at Corpus Christi are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment by following relevant statutory guidance along with school policies and practice.

#### **Personal and professional conduct duties:**

- To work within the framework of the school's mission statement and policies in a friendly, positive, supportive and understanding way.
- To respect individual differences and cultural diversity.
- To be committed to improve their own practice through self-evaluation and awareness and to acquire the appropriate skills, qualifications (including first aid), and/or experience required for the teaching assistant role, with support from senior leadership.
- To engage in the appraisal process setting and working towards targets.
- To set a good example in terms of dress, punctuality and attendance.
- To attend team and staff meetings as appropriate.
- To manage personal behaviour in response to a child's actions, to provide a good model for EYFS children.

#### **Knowledge and understanding duties:**

- To demonstrate a level of EYFS subject and curriculum knowledge relevant to the role and apply this effectively in supporting teachers and pupils to understand the needs of all pupils and know

how to contribute effectively to the adaptation and delivery of support to meet individual needs (including demonstrating specialist expertise as appropriate).

**Teaching and learning duties:**

- To adopt relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- To promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- To promote independence in both learning and life-skills and promote overall well-being of children.
- To demonstrate effective behaviour management strategies consistently in line with the school's policy and procedures.
- To support students with emotional, social and mental health and help develop their skills.
- To contribute to effective assessment and planning.
- To communicate effectively and sensitively with EYFS Children to adapt to their needs and support their learning.
- To assist in the implementation of Individual Education Plans and Education Health Care Plans for students and help monitor their progress.
- To maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources; preparing and presenting displays of students' work, setting out learning resources and materials, including sourcing and making specific resources, cleaning and tidying equipment and reporting any damages / loss to the teacher. This may include adaptations for children's needs.
- To be responsible for whole class supervision for (short) defined periods as necessary and as directed by the class teacher.
- Undertake other duties from time to time as the Headteacher or Deputy Headteacher requires.

**Working with others duties:**

- To recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them, whilst maintaining confidentiality as appropriate.
- To implement the advice of other professionals such as educational Psychologists and Speech and Language Therapists.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- To communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

**Health and well-being duties:**

- To administer First Aid where appropriate.
- To have regard for the care and comfort of children, bearing in mind the need to always wear protective gloves when dealing with bodily fluids (including vomiting) and the need to be circumspect in all instances of physical contact with the children.
- To liaise immediately with the class teacher and/or Headteacher, over any matters of concern regarding pupils welfare, or over any matters raised by a parent or guardian.

- To have regard at all times for the welfare, health and safety of the children under supervision.

**Other duties and responsibilities**

- To work within any area of the school and to undertake other duties, if requested to do so by the Headteacher and senior leadership team.