

<b>POST TITLE:</b> Pre-school Teaching Assistant (Level 2)	<b>GRADE:</b> FLP03 Scale Point 5-6
<b>RESPONSIBLE TO:</b> Pre-school Teacher / EYFS Lead	

**Responsible for:** No direct reports

**Purpose of role:**

Under the supervision of the Pre-school Teacher be a key worker for a group of children and be part of an experienced team to meet the needs of individual children. To model positive social interaction and play to provide exciting learning experiences for all children attending the setting. To always demonstrate inclusive practices whilst maintaining a safe, stimulating and enjoyable environment.

**Principle Accountabilities:**

**Support for Children:**

- To supervise activities which support the delivery of the EYFS and recognise that each child is unique and promoting positive relationships.
- To help the children learn numeracy and language skills through a variety of activities such as games, singing and storytelling.
- To record the children's development by keeping informative, accurate and up-to-date records, including records of progress and any behavioural or developmental concerns and share with parents, carers and other staff.
- To provide a high level of care that will enhance the children's general health and well-being.
- To act as a key person to a group of children and ensure their needs are reflected in the routines and curriculum of the setting.
- To recognise and act upon children's additional or special educational needs and ensure staff support these children effectively. To contribute to Common Assessment Framework intervention and support.

**Support for Teacher:**

- To contribute to the planning and delivery of the Early Years Foundation Stage framework (EYFS).
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of the children.
- Work with the teacher to establish a structured educational environment, which emphasises learning and development with a focus on care and supervision.

- To provide general administrative support e.g. produce materials for agreed activities, displays of work etc.

### **Support for Pre-school:**

- To adhere to the School's safeguarding policy and procedures to promote the welfare and safety of children within the setting and to report any welfare or child protection concerns immediately to the Pre-school Teacher & Designated Safeguarding Lead.
- To promote equality of opportunity and foster an inclusive culture and environment. To promote equal opportunities ensuring individual children's needs and circumstances are known and met through the care and education provided.
- To be fully aware of the school's operational policies and procedures and ensure policies and procedures are followed and implemented. This includes ensuring that all accidents and incidents are recorded as outlined in the policies and procedures.

### **Data Protection and Safeguarding**

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

### **General**

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification:</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education/Qualifications</b>	
GCSE English & Maths Grade C or above	<b>E</b>
A minimum Level 2 early years education and childcare qualification (NVQ 2, or equivalent) as seen as full and relevant by the DFE, and a commitment to obtaining further qualifications as appropriate.	<b>E</b>
Paediatric First Aid qualified	<b>D</b>
<b>Experience</b>	
Post-qualification experience in working in early education and childcare.	<b>D</b>
A sound understanding of child development and children's needs	<b>E</b>
Demonstrate a detailed knowledge of current legislation relevant to the Early Years.	<b>E</b>
Understanding of principles of child development and learning processes and in particular barriers to learning	<b>E</b>
<b>Behaviours</b>	
Able to demonstrate Futura values and behaviours in the workplace	<b>E</b>
The ability to establish rapport and credibility with staff, external agencies, parents, guardians and other carers	<b>E</b>
To be flexible and open to change	<b>E</b>
Show patience and ability to remain calm in stressful situations	<b>E</b>
Commitment to continuous professional development	<b>E</b>
Operates with integrity	<b>E</b>
<b>Skills</b>	
Ability to show sensitivity and understanding at all times	<b>E</b>
Ability to work collaboratively and constructively as part of a team	<b>E</b>
Excellent verbal communication skills	<b>E</b>
Ability to understand people's reactions	<b>E</b>
Ability to actively listen	<b>E</b>
Very good IT skills; ability to use IT to support learning	<b>E</b>
Other	