



Rachel McMillan Nursery School and Children's Centre

JOB DESCRIPTION

DEPARTMENT:	Education
DESIGNATION OF POST:	Teaching Assistant - Grade 2. (Scale 3-4)
RESPONSIBLE TO:	Shelter teacher (Line Manager) and Headteacher

Job Summary.

- To be a member of a professional multi-disciplinary team led by a class teacher to provide high quality, integrated education and care which facilitates children's all-round development within the framework of the Early Years Foundation Stage.
- To contribute to the provision of a welcoming, safe and stimulating environment for all school users.
- To work in partnership and collaboration with their mums, dads and carers, colleagues and other professionals to enable children to reach their fullest potential.
- To promote the ethos of Rachel McMillan Nursery School.
- To share responsibility for identifying personal professional development needs and to undertake appropriate training according to the priorities of the school as identified in the School Development Plan.

Principle Accountabilities.

To assist the class teacher and share in the team's responsibility for:

- Planning, delivering and evaluating appropriate learning experiences which promote the physical, social, emotional, cultural, spiritual, moral and cognitive development of each individual child.
- Contribute to the preparation and maintenance of a healthy, clean, stimulating, safe and aesthetically pleasing learning environment.
- Contribute to the development and maintenance of productive and professional links with mums, dads and carers and to liaise with other agencies working in school, L.A or local community with support of the class teacher.
- To show commitment for professional development of self and others.

Main Duties and Responsibilities

1. To act as a Key Person (Family Worker) for a defined group of children under the supervision of the class teacher, carrying out all the statutory duties of this role as defined in Statutory Framework for the Early Years Foundation Stage.
2. To work within a team providing and supporting planning for high quality education and care for children aged 2 - 5 years under the guidance of the teacher. This includes supporting their access to a broad indoor and outdoor curriculum in accordance with nursery policies and the national framework - the EYFS.

3. To assist in the preparation of a well-ordered, secure and stimulating environment indoors and outdoors which fosters the all-round development of the children, through sensitive understanding of their individual needs and interests and at all times encouraging their independence and self-reliance.
4. To play and interact with the children in your care in accordance with school policies and practise, providing appropriate levels of supervision and intervention to progress children's learning under the guidance of the teacher. This includes facilitating, enabling and encouraging children to:
 - Make meaningful choices
 - Engage in exploration, discovery and problem solving
 - Engage in communication and/or dialogue with adults and their peers
 - Encourage and support the use of heritage languages
 - Develop a sense of awe and wonder
 - Develop self-esteem and confidence
 - Develop competence and creativity
 - Develop their concentration
 - Be aware of and thoughtful of their needs
 - Foster children's independence, perseverance and self-reliance
 - Build on, develop and consolidate these skills through continued practice and learning
5. To support the learning and development of children with additional needs, contributing to and delivering interventions as appropriate with support of the class teacher and SENDCo.
6. To assist with the presentation of children's work and the compilation of displays which celebrate achievement, support children's interests and provide information, in line with agreed policies.
7. To participate in and attend any relevant Shelter team meetings.
8. To contribute to written observations and records of children's learning and development, including Learning Stories, evaluating these and contributing to target setting for individual children, in accordance with the agreed school policies, role of the Key Person and EYFS Statutory Framework.
9. To maintain confidentiality of information about children and their mums, dads and carers, sharing sensitive or personal information only with those colleagues who need to know.
10. To assist with promoting the involvement of mums, dads and carers in their children's development. so that each child benefits from the shared interest in, and knowledge about, their progress. To involve mums, dads and carers in their child's progress through daily informal contact and regular record keeping.
11. To support and value each child's home culture and heritage language. To assist with planning for children with English as an Additional Language in order to support them to acquire English.
12. To administer first aid in accordance with the nursery's health and safety policies (after appropriate training) and assist with recording accidents and incidents and informing other staff, line manager and mums, dads or carers.

13. To participate in the preparation and serving of children's refreshments including lunch, ensuring that high standards of hygiene are maintained. This includes
 - Encouraging but not forcing all children to eat, including helping them to use cutlery, serve themselves and pour their own water.
 - Encouraging social skills, conversation and communication.
 - To clean up spillages of food and organise clearing up of the tables, cutlery and crockery after lunch.
 - Ensuring the safety and well being of the children and providing emotional support.
14. To work within the framework of all agreed policies and procedures, but especially paying particular attention to the promotion of inclusion, equal opportunities, safeguarding and child protection, ensuring that each child and their family has full access to the provision.
15. To participate in Professional Development within the setting and in other institutions. This includes whole centre meetings (5 per year) and Professional Development Days (5 per annum)
16. To share responsibility for own Continuing Professional Development, keeping up to date with current legislation and practice relating to the education and care of young children.
17. To participate in Performance Management.
18. To work in cooperation with other staff to ensure that resources and equipment are maintained in a clean, safe condition and are stored appropriately. To deal with broken, dangerous or missing equipment in line with agreed procedures, passing on anything that cannot be dealt with to your line manager or Premises Manager.
19. To carry out all duties with due regard for health and safety at work regulations.
20. To undertake any other reasonable duties commensurate with the level and responsibility of the post that may be required by the Headteacher to ensure the smooth running of the School.

Agreed:

Name:

Signature:

Headteacher: