

Newbottle and Charlton CEVA Primary School

Job Description: Teaching Assistant (EYFS Reception) and Lunch-time Supervisor

Main Purpose of the Role

To work under the direction of the class teacher to support the learning, development, safety and wellbeing of children in EYFS Reception, and to supervise pupils during lunchtime to ensure their safety, positive behaviour and social development.

Key Responsibilities

EYFS Reception Teaching Assistant Duties

Supporting Teaching and Learning

- Work with the class teacher to plan and deliver adult-led and child-initiated activities that support the EYFS curriculum
- Support individual pupils and small groups with their learning, including early phonics (e.g. daily phonics sessions, sound recognition, blending and segmenting) and early number work (e.g. counting, number recognition, simple addition and subtraction)
- Deliver pre-planned interventions for pupils who need additional support, under the guidance of the class teacher
- Encourage children's independence, curiosity and love of learning through play-based activities
- Model positive language, behaviour and social skills to support children's personal, social and emotional development
- Support children with their self-care routines (e.g. toileting, handwashing, dressing for outdoor play)

Observation and Assessment

- Observe children during activities and record observations of their learning and development
- Share observations with the class teacher to inform planning and next steps
- Contribute to ongoing assessments and tracking of pupil progress
- Help to create and maintain a stimulating, well-organised and inclusive classroom environment, including displays, learning areas and resources
- Ensure the classroom and outdoor learning areas are safe, tidy and well-resourced
- Support the implementation of the school's behaviour policy, promoting positive behaviour and managing low-level behaviour issues appropriately

Creating a Safe and Inclusive Learning Environment

- Be alert to signs of safeguarding concerns and report any concerns immediately to the Designated Safeguarding Lead in line with the school's safeguarding policy
- Support children with special educational needs and/or disabilities (SEND), working closely with the inclusion lead to implement any individual support plans or strategies

Planning and Preparation

- Assist with the preparation of learning resources and materials for lessons and activities
- Set up and clear away equipment and learning areas as directed by the class teacher
- Support the maintenance and organisation of classroom resources

Communication and Collaboration

- Work collaboratively with the class teacher, inclusion lead and other staff to support children's learning and wellbeing
 - Communicate effectively with parents and carers at drop-off and pick-up times, sharing positive feedback and any concerns as appropriate
 - Attend staff meetings, training sessions and INSET days as required
 - Contribute to the wider life of the school, including school events and activities
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Lunchtime Supervisor Duties

Supervision and Safety

- Supervise pupils in the dining hall during lunch, ensuring they eat safely and are encouraged to try new foods and eat healthily
- Supervise pupils during outdoor and indoor play, ensuring their safety at all times
- Be vigilant for any signs of bullying, distress or safeguarding concerns, and report these immediately to the appropriate member of staff

Promoting Positive Behaviour and Social Skills

- Encourage positive behaviour, good manners and respectful interactions between pupils
- Apply the school's behaviour policy consistently and fairly, managing low-level behaviour issues and referring more serious incidents to senior staff
- Promote inclusive play and support children who may be isolated or struggling to engage with peers
- Encourage teamwork, sharing and turn-taking during play activities

First Aid and Welfare

- Administer basic first aid for minor injuries (e.g. cuts, grazes, bumps) in line with school policy and your training
- Comfort distressed or unwell children and seek support from senior staff or the school office as needed
- Record any accidents or incidents in the school's accident book
- Be aware of pupils with medical needs (e.g. allergies, asthma) and follow individual care plans

Communication and Liaison

- Liaise with teaching staff about any lunchtime incidents, concerns or issues that may affect a child's afternoon learning
- Communicate with the school office and senior leaders as needed
- Work collaboratively with other lunchtime supervisors and support staff to ensure smooth and safe lunchtimes

General Duties

- Uphold the school's ethos, values and policies at all times
- Participate in ongoing training and professional development, including safeguarding updates, first aid training, and EYFS-specific training
- Contribute positively to the wider school community and participate in whole-school activities and events
- Maintain confidentiality in all matters relating to pupils, staff and the school
- Undertake any other reasonable duties as directed by the Headteacher or class teacher

Person Specification

Qualifications and Training

Essential:

- GCSE Grade C/4 or above in English and Maths (or equivalent)
- Relevant Level 2 qualification in Supporting Teaching and Learning, Early Years, or Childcare
- Paediatric First Aid certificate (or willingness to undertake training)

Desirable:

- Level 3 qualification in Early Years or Supporting Teaching and Learning
- Training in phonics (e.g. Letters and Sounds, Read Write Inc.)
- Safeguarding training

Experience

Essential:

- Experience working with young children in an educational or childcare setting
- Experience supporting children's learning and development
- Experience supervising groups of children

Desirable:

- Experience working in an EYFS setting
- Experience supporting children with SEND
- Experience delivering phonics or early maths interventions

Skills and Knowledge

Essential:

- Strong communication and interpersonal skills, with the ability to build positive relationships with children, staff and parents
- Good understanding of child development, particularly within the EYFS
- Knowledge of safeguarding, child protection and health and safety procedures
- Ability to observe and assess children's learning and development
- Ability to work collaboratively as part of a team

- Patience, creativity, enthusiasm and a genuine love of working with young children
- Ability to manage behaviour positively and consistently
- Basic IT skills (e.g. using word, powerpoints, email)

Desirable:

- Understanding of the EYFS curriculum and Development Matters guidance
 - Knowledge of phonics teaching methods
 - Awareness of strategies to support children with SEND
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Personal Qualities

Essential:

- High levels of integrity, professionalism and confidentiality
 - Commitment to creating a safe, inclusive and nurturing environment for all children
 - Positive, proactive and flexible approach
 - Willingness to participate in staff training and whole-school activities
 - Commitment to safeguarding and promoting the welfare of children
 - Ability to remain calm under pressure and respond appropriately to challenging situations
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Safeguarding Statement

Newbottle And Charlton CofE Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks, including an enhanced DBS disclosure, references, and verification of identity and qualifications.

Newbottle And Charlton CofE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.