

Job Description



Job title: Teaching Assistant with Early Years focus
Reports to: Early Years Lead
Location: Bearsted Primary Academy

Job purpose

To support the class teacher in the teaching and welfare of children to attain the targets set within the Early Years Foundation Stage, National Curriculum or Individual Education Plans.

General responsibilities

- To provide teaching support for focus pupils as directed by the Early Years Lead and class teacher, in collaboration with the SENDCo, at the expected year group curriculum level and to the highest standards.
- Deliver and model a high standard of English at *all* times both orally and written.
- To be proactive in helping to set up and contribute to the Early Years provision each day to ensure a high quality engaging learning environment for our pupils.
- Support the implementation of Individual Education Programmes for pupils and help monitor their progress.
- Assist the class teachers and SENDCo in monitoring progress and attainment in line with the conferencing and evaluation policy.
- To undertake specific duties as directed by the Early Years Lead and class teacher.
- Reinforce the behaviour policy and positive behaviours for learning and aim to raise self-esteem and encourage independent working.
- To do playground duty at break and lunch times primarily as directed by the Early Years Lead/SLT.
- To assist with pupils who are unwell and provide basic first aid cover to the children at break times.
- To participate in in-service training and attend staff meetings when appropriate.
- To maintain a positive, supportive attitude within a team, to implement agreed school policies, aims and objectives and to promote the school ethos.
- To be flexible and prepared to adapt each day to meet the needs of the children including supporting children with their personal hygiene.
- Work with the SENDCO and other professionals, such as Speech Therapists and Educational Psychologists, as necessary.
- Undertake other duties from time to time as the Early Years Lead/class teacher/SLT requires.
- Set an excellent example in terms of dress, punctuality and attendance.

It is important that the person appointed can support the ethos of the academy and its way of working and be able to work under specific instructions from the Senior Leadership Team, Class Teacher, and SENDCo.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Early Years Lead/SLT. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.