**Teaching Assistant (EYFS)**

**JOB DESCRIPTION**

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| **Job Title** | Teaching Assistant (EYFS) |
| **Location** | Salisbury Road Primary |
| **Responsible to** | Head of School |
| **Job Type** | Temporary (Until 31st August 2022) |
| **Salary FTE** | Grade C £19,312.00 – £20,092.00  (Depending on experience) |
| **Actual Annual Salary** | £12,659.00 - £13,170.00 |
| **Hours/weeks** | 28.33 Hours per week / 39 Weeks per year |
| **Closing Date** | 9.00am Friday 29th October 2021 |
| **Interview Date** | W/C 1st November 2021 |

**Job Summary**

To support the teaching staff in providing an outstanding education to all our children in our Early Years, to ensure learning objectives for pupils are achieved and to assist the teacher in the management of pupils and the classroom. Promoting and embedding the school’s ethos and values in everyday activities. Work may be conducted in the classroom or may on occasion take place outside the classroom. To work predominantly within EYFS and Year 1, although you may be asked to support other classes/children across the school at times.

**Key Roles and Responsibilities**

* Deliver planned teaching and learning activities and adjust the learning as required to support the needs of all pupils.
* Supervise and assist individual / small groups of pupils in activities set by teachers.
* Deliver intervention programmes where necessary.
* Create and maintain a supportive and orderly classroom environment, to ensure the learning objectives of the lesson are met.
* Assisting with school displays celebrating pupils’ work.
* Create strategies, with guidance from the teacher, to support and encourage pupils to achieve their learning goals.
* Assist teachers with lesson planning.
* Monitoring and record pupils’ attainment and report pupils’ progress and achievements to the teacher.
* Provide feedback to pupils under the guidance of the teacher.
* Support the learning and pastoral needs of children with additional needs.
* Under the direction of appropriate professionals and after adequate training, assist in meeting particular pupils’ needs.
* Promote good behaviour and support the building of positive relationships between pupils, promoting inclusion and acceptance of all pupils.
* Deal promptly with conflicts and incidents in line with the school’s policy and encouraging pupils to take responsibility for their own behaviour.
* Establish positive relationships with parents/carers and where appropriate participate in meetings with parents/carers alongside the teacher.
* Provide administrative support to the teacher.
* Ensure all equipment and resources are available to meet the lesson objectives, support pupils with the use of the equipment/resources.
* Accompany the teacher and pupils on all out of school activities as required.
* Comply with and support the schools’ policies and procedures relating to Safeguarding, GDPR, Health and Safety, school security and report any concerns to the appropriate person.

# Additional Information

* The post holder is required to uphold and promote the school’s policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
* As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust’s responsibilities towards safeguarding.
* This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

**PERSON SPECIFICATION**

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| **Job Title** | Teaching Assistant (EYFS) |
| **Location** | Salisbury Road Primary |
| **Grade** | Grade C £19,312.00 – £20,092.00 FTE |

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| **Attributes** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | NVQ2 or equivalent qualification in relevant discipline  Able to evidence a willingness to take part in professional development opportunities  A minimum of Grade C in GCSE Maths and English or equivalent qualification | . Achieved or training for an NVQ 3 or equivalent qualification or Early Years qualification   |  | | --- | |  | |
| **Experience** | A minimum of a year’s experience in a primary school  Experience in a school with high numbers of children with additional needs e.g. SEND, EAL, pupil premium children | Recent experience of supporting individuals, groups and whole class settings  Relevant experience of EYFS  Experience of working with other agencies |
| **Skills/Knowledge/ Aptitude/** | Able to provide evidence of having a positive impact on the learning outcomes of the children  Ability to have a positive impact on the pastoral support of children; clear awareness of how to respond to safeguarding issues  Ability to encourage positive and appropriate behaviour from children with additional needs  Good emotional intelligence: ability to communicate effectively with colleagues and show empathy towards pupils  Have excellent written and verbal communication skills.  Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community. | Knowledge and training of Speech and Language type interventions, BLAST or NELI  Sense of humour  Ability to support the class teacher / SLT in communicating with parents  Experience of running interventions  Knowledge of Read Write Inc or similar phonics programmes |
| **Motivation** | Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues  Be a good team player  Ability to use initiative and able to prioritise work | Willingness to lead or support extra-curricular activities |
| **Physical** | Ability to work across the school and carry out the duties of a teaching assistant | Ability and willingness to sit on the floor with children where this will support their behaviour or learning |