



Early Years Apprentice Teaching Assistant

Job Description

Salary: Entry2Employment

Hours/week: 35 hours per week

Job Purpose:

To work alongside staff to provide a safe, stimulating environment and curriculum which supports the physical, emotional, social and cognitive development of children within our school.

Duties:

- To provide care and supervision for pupils
- To help plan, lead and supervise a variety of planned learning experiences for pupils
- To support the class teacher in meeting the needs of pupils with special educational needs
- To monitor pupil progress and achievements, reporting them to the class teacher as appropriate
- Preparing and/or adapting resources for pupils
- Setting up and tidying away resources required for activities
- Supporting pupils in developing independence, social skills, physical skills & communication skills
- Ensuring children are able to safely use equipment and resources within the classroom and outdoor areas
- Assisting the class teacher in creating stimulating classroom displays
- Providing support to the class teacher by carrying out basic administration tasks such as photocopying & filing
- Assist with group activities within and away from the classroom e.g. PE, educational visits

- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
- Reporting information to/from parents and carers
- Contribute to meetings regarding children's progress
- Attend professional development activities as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection

Safeguarding

Everyone who works within Aldermoor Farm Primary School has the responsibility for promoting the safeguarding and welfare of children

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties, which include the processing of any personal data, must be undertaken within the corporate data protection guidelines.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Health and Safety

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