



Grange Farm Primary School

Job Description

Coventry LA Directorate:	Children, Learning and Young People
Job Title:	EYFS Teaching Assistant
Grade / Pay Scale:	Grade 3
Line Manager:	EYFS Lead

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Purpose

To work as part of a team to:

- Promote high quality learning for all children.
- Provide care and supervision of children.
- Foster and support children to fully in the life of the school.
- Help children to become independent learners.
- Raise attainment.

Professional Attributes

- Have high expectations of children with a commitment to helping them fulfil their potential.
- Establish fair, respectful, trusting, supportive and constructive relationships with children and young people.
- Demonstrate the positive values, attitudes and behaviour they expect from children.
- Communicate effectively and sensitively with children, colleagues, parents and carers.
- Recognise and respect the contribution that parents and carers can make to the development and wellbeing of children.
- Demonstrate a commitment to collaborative and cooperative working with colleagues.
- Improve your own knowledge and practice (e.g. responding to advice and feedback).

Professional Knowledge and Understanding

- Understand the key factors that affect children and young people's learning and progress.
- Know how to contribute to effective personalised provision by taking practical account of diversity.
- Have sufficient understanding of their area(s) of expertise to support the development, learning and progress of children.
- Have achieved a minimum qualification of NVQ Level 3.

- Know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.
- Understand the objectives, content and intended outcomes for the learning activities in which they are involved.
- Know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation.
- Know how other frameworks, that support the development and well-being of children and young people, impact upon their practice.

Planning and Expectations

- Use their area(s) of expertise to contribute to the planning and preparation of learning activities.
- Devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan how they will support the inclusion of the children and young people in the learning activities.
- Contribute to the selection and preparation of resources suitable for children and young people's interests and abilities.

Teaching and Learning Activities

- Use effective strategies to promote positive behaviour.
- Use their ICT skills to advance learning
- Advance learning when working with individuals and small groups.
- Organise and manage learning activities in ways which keep learners safe.

Monitoring and Assessment

- Monitor learners' responses to activities and modify approaches accordingly.
- Monitor learners' progress in order to provide focused support and feedback.
- Support the evaluation of learners' progress using a range of assessment techniques.
- Contribute to maintaining and analysing records of learners' progress.

Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

Health and Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Equal Opportunities

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

Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.