

Vacancy Reference No:**Job Title:** Teaching Assistant with EYFS Experience **Job Number:****Directorate:** People Directorate **Post Number:****Service:** Services for Schools **Grade: 3****Location:** Earlsdon Primary School**Job Purpose:**

To work under the guidance of teaching and senior staff to support pupils' learning, development, wellbeing and access to the curriculum. The post holder will provide effective classroom, pastoral and practical support, helping to create a safe, stimulating and inclusive learning environment, with awareness of the developmental needs of children in the Early Years Foundation Stage (EYFS).

Main Duties and Responsibilities:

- Support individual pupils and groups with learning activities both inside and outside the classroom.
- Deliver planned 1:1 and small-group interventions under the direction of the class teacher.
- Support children's personal, social, emotional and educational development, particularly within the EYFS framework.
- Promote pupils' independence, confidence, self-esteem and positive behavior
- Assist pupils with personal care, hygiene, health and welfare needs as appropriate.
- Support pupils with SEND, ensuring their safety, inclusion and full access to learning opportunities.
- Observe, monitor and record pupils' progress and achievements, providing feedback to teaching staff.
- Support individual pupils and groups with learning activities both inside and outside the classroom
- Deliver planned 1:1 and small-group interventions under the direction of the class teacher.
- Support children's personal, social, emotional and educational development, particularly within the EYFS framework.
- Promote pupils' independence, confidence, self-esteem and positive behavior.
- Assist pupils with personal care, hygiene, health and welfare needs as appropriate.
- Support pupils with SEND, ensuring their safety, inclusion and full access to learning opportunities.
- Observe, monitor and record pupils' progress and achievements, providing feedback to teaching staff.
- Assist in the planning, preparation and delivery of learning activities and curriculum programs.
- Support the implementation of EYFS learning opportunities through play-based, child-centered activities and continuous provision.
- Adapt activities and resources to meet individual learning needs.
- Provide objective feedback to teachers regarding pupil attainment, behavior and wellbeing.
- Support the use of ICT and educational technology to enhance learning.
- Prepare, organise and maintain learning resources, teaching aids and classroom displays.
- Assist in maintaining attractive, stimulating and organised learning environments, including indoor and outdoor EYFS provision.

- Undertake routine administrative tasks including photocopying, filing and maintaining classroom supplies.
- Apply behavior management strategies consistently in line with school policy.
- Promote inclusion, equality and respect for diversity.
- Support pupils' emotional wellbeing and social development.
- Liaise effectively with teachers, parents/carers and other professionals to support pupils' progress and wellbeing.
- Contribute to home-school partnership initiatives where appropriate.
- Supervise pupils during breaktimes, lunchtimes, educational visits and other activities.
- Attend staff meetings, training and professional development opportunities.
- Contribute positively to the wider life, ethos and aims of the school.
- Uphold and contribute to the overall ethos, values and vision of the school.

Any other duties and responsibilities within the range of the salary grade.

Safeguarding

Everyone who works at Earlsdon Primary School has the responsibility for promoting the safeguarding and welfare of children.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Child Protection responsible officer or Headteacher.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To promote learning opportunities that raise pupil awareness re: How to Keep Safe.

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 processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Head Teacher



Coventry City Council

Person Specification

Job Title:	Cover Supervisor & PE Specialist	Job Number:	
Directorate:	People Directorate	Post Number:	
Service:	Services for Schools	Grade:	
Location:	Earlsdon Primary School		

	Job Requirements
Knowledge:	<ul style="list-style-type: none">• Knowledge of the skills and techniques, rules and regulations in a range of sports.• Knowledge of the National Curriculum for all subjects, in particular, Physical Education, Early Years, Key Stage 1 & 2 and assessment procedures. ·• Ability to organise safe, active, either competitive or co-operative games with a whole class of children. ·• Working knowledge of First Aid. ·• Working knowledge of Health & Safety procedures.<ul style="list-style-type: none">• Good communication skills with children, parents and staff. ·• Ability to explain tasks simply and clearly to follow instructions. ·• Ability to liaise with staff and to provide verbal and written information for reports and children's records. ·• Able to work with limited supervision, but under guidance from the Headteacher or PE Coordinator · Able to undertake duties with regard to health and safety issues. ·• Able to assist in record keeping by being involved in the observation and assessment of children. Develop and maintain efficient record keeping systems. ·• Willing to undertake tasks such as toilet accidents, clearing away materials.• Able/Willing to undertake a pattern of hours as determined by the school. ·• Enthusiasm for active learning for all children. · Warmth and openness

	<p>in relationships, flexibility and resourcefulness.</p> <ul style="list-style-type: none"> • Ability to work in a team as well as independently demonstrating using initiative and pro-activity. • Able to manage time and resources to provide fast-paced, well-prepared PE lessons. • Commitment to professional development and interest in sports outside school. · • Open-minded and creative. · • Personal sporting achievements. · • Ability to deal with challenging behaviour (from children and adults) in a calm and appropriate manner. · • Ability to respond to individual's physical learning needs, from special needs to gifted and talented. · • Show sensitivity and objectivity in dealing with parents, members of the school community and visitors. · • Demonstrate good practice on the classes taught, with regard to attendance, punctuality, behaviour (to include children being responsible for ensuring they have a full kit) and respect. • Demonstrate a commitment to equal opportunities.
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<p>Skills and Abilities:</p>	<ul style="list-style-type: none"> • Good communication skills with children, parents, and staff. • Ability to explain tasks simply and clearly and to follow instructions. • Ability to liaise with staff and to provide verbal and written information for reports and children's records. • Able to undertake duties with regard to health and safety issues • Able to assist in record keeping by being involved in the observation and assessment of children. Develop and maintain efficient record keeping systems • Willing to undertake tasks such as toilet accidents, clearing away materials. • Able/willing to undertake a pattern of hours as determined by the school. • Enthusiasm for active learning for all children • Warmth and openness in relationships • Flexibility and resourcefulness • Ability to work in a team as well as independently demonstrating using initiative and pro-activity • Able to manage time and resources to provide fast-paced, well prepared PE lessons • Able to deliver whole class lessons across the curriculum • Commitment to professional development • Interest in sports outside school • Open minded and creative • Personal sporting achievements <p>Ability to deal with challenging behaviour in a calm, fair and appropriate manner.</p>
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	<p>Ability to respond to individual's physical learning needs.</p> <p>Show sensitivity & objectivity in dealing with parents, members of the school community and visitors</p> <p>Demonstrate good practice on the classes taught with regard to attendance, punctuality, behaviour and respect.</p> <p>Demonstrate a commitment to equal opportunities</p> <p>Be able to problem solve</p> <p>Maintain positive behaviour and inclusion in accordance with school policies</p>
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Experience:	<ul style="list-style-type: none"> • Current or recent practical experience of working with young children in a group setting. • Experience of working with children in the primary age range, promoting high quality PE and school sport • Experience of working with other agencies (eg other schools) to promote and develop PE and school sport • Experience of delivering whole class lessons in the primary age range • Experience of planning and leading sports clubs
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Educational:	<ul style="list-style-type: none"> • Be willing to participate in further training and development opportunities offered by the school and local authority to further knowledge
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Barring and Disclosure check will be required prior to appointment.
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