Edgewick
Community Primary School

Headteacher: Mrs Sally Snooks
www.edgewick.coventry.sch.uk
Email info@edgewick.coventry.sch.uk
Tel. 02476 686893
Cross Road, Coventry CV6 5GP

Job Description- Teaching Assistant EYFS/KS1

Job Purpose

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

Under the direction and control of the classroom teacher or designated supervisor:
(or for those with relevant and appropriate QTS qualifications, in consultation with classroom teacher)

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.

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- Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate.

- Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.

- Ensure that pupils are able to safely use equipment and materials provided.

- Provide support for local and national learning strategies e.g. Literacy, Numeracy, Early Years.

- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.

- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.

- Assist the teacher with the administration of baseline tests.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.

- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.

- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:

    1. assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
    2. the changing of soiled clothing and its disposal in an appropriate way;
    3. assisting with children's injuries and, where appropriately qualified, administering first aid;
    4. assisting with the administering of medicines under the direction of **the appropriate medical** staff;
    5. assisting with the identification and monitoring of children's general health and welfare.

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- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Assist the teacher in supporting volunteer helpers or students in the classroom.
- Any other duties and responsibilities within the range of the salary grade.
  Eg. PPA cover for those who hold relevant and appropriate qualifications.

Safeguarding

Edgewick 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.

Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment. All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).

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 (Data Protection Act 1998)

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Person Specification - Teaching Assistant EYFS/KS1

Knowledge

- An understanding of the needs and characteristics of young children.
- Some understanding of child development and the way in which children learn.
- And understanding of the roles played by various adults in children's education.
- An understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups and people with disabilities.
- A good knowledge of phonics and interventions.

Skills and Abilities

- Highly skilled across EYFS and KS1.
- Work with the class teacher and/or other professional staff for the hours required in order to assist in the development and implementation of practical strategies or ideas to achieve set objectives,
- Have a good knowledge of IT development and how technology can supports children's learning
- Able to work on an equal opportunities basis with pupils in a multicultural setting.
- To assist children on an individual basis but also work as part of a team.
- To be able to explain tasks simply and clearly.
- To be supportive and caring, handling situations with patience and sensitivity.
- To have competency skills in numeracy and literacy e.g. be able to spell.
- To assist pupils in developing reading, writing, numeric, craft and other basic skills.
- Be able to lift/carry pupils and materials.
- Able to make and maintain teaching aids and equipment e.g. simple basic repairs of books.
- Follow laid down procedures for the storage of equipment and materials.
- Able to act as a carer to sick children.
- Able to deal with tasks such as toileting, toilet accidents and vomiting.
- Able to undergo training in First Aid as required.
- To supervise and control children and adhere to defined standards.
- Able to accept authority and supervision and respond appropriately.
- To work with guidance but under limited supervision.
- To liaise and communicate effectively with others in respect of the duties of the post and to give and provide information and instructions, whilst recognising the importance of confidentiality in a school setting.
- To have good organisational skills e.g. assist in the organisation of classroom activities, events and trips.
- Be able to offer personal skills e.g. using a Computer, Art, Craft, and Music.
- Be willing to be involved in professional development and to attend courses/undergo training.

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Experience

- Experience in working across both EYFS and KS1.
- Experience with young children e.g. schools, as a parent, voluntary work such as Brownies, Cubs, play schemes, playgroups, crèches, dining room assistant.

Educational

- BTEC/NVQ Level 3 or equivalent
- Good basic education/GCSEs or equivalent appropriate qualifications for working with young people.
- Relevant NVQ or Degree level qualifications would be an advantage
- Familiar with using Microsoft Office programs especially Word, Excel & PowerPoint

Special Requirements

For posts that are subject to Protection of Children Regulations the following statement must be annotated:

* "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment"

Notes:

This post is subject to the Rehabilitation of the Offenders Act (Exceptions Order) 1975. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.