

**Vacancy Reference No:**

Job Title:	Early Years Teaching Assistant	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	Grade 2
Location:	Henley Green Primary School		

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 participate in the full life of the school.
- Help children to become independent learners.
- Raise attainment.

Job Description**Teaching and Learning**

- In liaison with the lead practitioner, use strategies to support children to achieve their learning goals.
- Take an active role in delivering high quality Early Years provision to support all children to reach their potential
- Support the use of ICT in learning activities and develop children's competence and independence in its use.
- Establish constructive relationships with children providing feedback to them in relation to progress and achievement.
- Support and contribute to the overall ethos, work and aims of the school.
- Experience of delivering the EY Curriculum, in particular birth to 3 years

Planning and Assessment

- Assist the lead practitioner with the planning of learning activities in the classroom, preparing or modifying activities for individuals or groups of children.
- Assist the lead practitioner with the administration of assessment for and of learning.
- Assist the lead practitioner in liaising with other professionals and reporting information to and from parents/carers
- Contribute to meetings to discuss a specific child's progress as appropriate.

Resource Management

- Prepare and maintain equipment and teaching resources for lessons and activities making effective sessions
- Prepare/clear classroom as directed before and after sessions, and the display and presentation of children's work.

Care and Guidance

- Undertake supervision and behavior management of children following the procedures of the school. Provide detailed and regular feedback as appropriate.
- Promote children's independence in learning, social and mobility skills.
- Reinforce the children's self esteem through praise and encouragement.
- Ensure that children are able to safely use equipment and materials provided.
- 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.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assisting with the personal hygiene routines, e.g., toilet training, changing of incontinent children, dressing and undressing.
 - the changing of soiled clothing and its disposal in an appropriate way.
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assisting with the administering of medicines under the direction of the appropriate medical staff.
 - assisting with the identification and monitoring of children's general health and welfare.

Continuing Professional Development

- 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 lead practitioner in supporting volunteer helpers or students in the classroom.

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).

Reviewed in July 14



Henley Green Primary School



Area	Essential	Criteria will be measured by:
Knowledge:	<div>An understanding of the needs and characteristics of young children.</div> <div>An awareness of the difficulties likely to face pupils with special needs.</div> <div>A good understanding of child development and the way children learn – with particular reference to Early Years</div> <div>An understanding of the role adults play in children's learning.</div> <div>An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate with people from minority groups, people with disabilities.</div>	Job Application and Interview
Skills:	<div>Skilled in maintaining good relationships</div> <div>To communicate clearly in speech and writing.</div> <div>To have competency skills in numeracy and literacy, e.g. to be able to spell, punctuate correctly, etc.</div> <div>To have good organisational skills.</div> <div>To be able to explain tasks simply and clearly.</div> <div>To be supportive, patient and caring.</div>	Interview
Abilities:	<div>To assist children on an individual basis but also as part of a team.</div> <div>To be able to deal with sick children.</div> <div>To be able to deal with tasks such as toilet accidents.</div> <div>To be able to deal with situations calmly and efficiently.</div> <div>To be able to move equipment if necessary.</div> <div>To be able to accept authority and supervision and respond appropriately.</div> <div>To be able to plan and lead a groups learning and following the session make appropriate assessments of the children's learning to inform their learning journals / assessment profile</div>	Interview
Educational Achievements	Hold a recognised and relevant qualification at NVQ Level 2 in Childcare and Education (or equivalent)	Job Application
Experience:	<div>Recent experience of working with children either in an Early Years setting or in a school Early Years class is essential.</div> <div></div>	Job Application and Interview

Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	
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Reviewed: September 2014