



Our Lady of the Assumption Catholic Primary School

Our Mission Statement:
'Love One Another As I Have Loved You'

Job Title: Early Years Teaching Assistant (Level 3) Apprentice
35 Hours per week, Term Time only (39weeks).

ENTRY2EMPL

Job Description

Job Purpose

To work within our early years setting supporting our Nursery teacher and teaching assistant with their responsibility for the development and education process by providing care and supervision to children.

Main Duties and Responsibilities:

Under the direction and control of the classroom teacher or designated supervisor:

1. Supervise and support the teaching activities of individuals or groups of children to ensure their safety and facilitate in their physical and emotional development.
2. Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs.
3. Monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.

Support for pupils

- Adjust learning for individuals, groups of pupils or a whole class as appropriate.
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement and acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote positive values, attitudes and good pupil behaviour which reflect the Catholic ethos of the school, dealing promptly with conflict and incidents in line with established policy, encouraging pupils to take responsibility for their own behaviour
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Ensure that pupils are able to safely use equipment and materials provided.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance 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
 - assist with the administering of medicines
 - assist with the identification and monitoring of children's general health and welfare.

Support for teachers

- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Undertake marking of pupils' work and accurately record achievement/progress, administer and assess routine tests and assessments
- Follow the school's agreed Feedback Policy and adhere to the same expectations of presentation and work.
- Undertake supervision and discipline of pupils within the procedures of the school, providing feedback to pupils.
- Contribute to a stimulating learning environment
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Establish constructive relationships and communicate with other agencies /professionals, in liaison with teachers, to support achievement and pupil progress.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures
- Contribute to the overall ethos and vision of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils
- Attend and participate in regular meetings, including staff meetings and staff training
- Participate in training and other learning activities
- Undertake pupils' out of school hours learning and enrichment activities
- Supervise pupils on visits, trips and out of school activities as required
- Assist with group/whole class activities within and away from the classroom/school, such as educational visits
- Any other duties and responsibilities within the range of the salary grade

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.

Responsible for: Pupils within the school

Responsible to: Class teachers, Key Stage Phase Leaders and SLT

Date Reviewed: September 2021