



JOB DESCRIPTION

Vacancy Reference No:

Job Title: Early Years Worker/Teaching Assistant
(Two/Three Year Olds)

Job Number:

Directorate: Children, Learning and Young People

**Post
Number:**

Service: Services for Schools

Grade: Grade 2

Location: Moseley Primary School - Nursery

Job Purpose

To support the Lead Practitioner 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.

Duties and Responsibilities

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and control of the Lead Practitioner or designated supervisor:

- ◆ 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.
- ◆ 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 and condition, reporting to the responsible Lead Practitioner as appropriate.
- ◆ Actively engage in the pre-determined educational activities and work programmes at a basic level, including the administration of baseline tests, and the use of information technology as appropriate.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Assist the Lead Practitioner with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
3. Undertake supervision and discipline of pupils provides support with within the procedures of the school/service, reporting any difficulties as appropriate.

4. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
5. Ensure that pupils are able to safely use equipment and materials provided.
6. Provide support for local and national learning strategies e.g. EYFS
7. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
8. Assist the Lead Practitioner 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.
9. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
10. Provide support to the Lead Practitioner by undertaking photocopying, filing, recording and collecting monies as directed.
11. 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 under the direction of **the appropriate medical staff**;
 - assist with the identification and monitoring of children's general health and welfare.
12. 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.
13. Support and contribute to the overall ethos/work/aims of the school.
14. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
15. To support in the wider curriculum development to enthuse young learners including off site visits following all safeguarding procedures
15. 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.
16. Attend and participate in relevant meetings as required.
17. Assist the Lead Practitioner in supporting volunteer helpers or students in the classroom.
18. Any other duties and responsibilities within the range of the salary grade.

Please note that all staff employed can be deployed in any year group from Dynamos - Year 6 depending on the needs of the school.

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)



PERSON SPECIFICATION

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

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • Understanding of relevant codes of practice and legislation. • Basic understanding of child development and learning. • Training in relevant learning strategies

Skills and Abilities:	<ul style="list-style-type: none"> • Able to effectively use a range of Learning Technologies and equipment - photocopier etc • Ability to relate and communicate well with children and adults. • Able to work constructively as part of a team. • Ability to self evaluate learning needs.
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Experience:	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with specific special needs.
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Educational:	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Minimum of NVQ 2 for Teaching Assistants or equivalent qualifications and experience. • Interest in further professional development and training to support with this role.
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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 Criminal Record Disclosure will be required prior to appointment. • This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
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