

# St. Anne's Catholic Primary School



## **Job Description for: Early Years Teaching Assistant Level 3**

**Line Manager: Headteacher**

**Grade: 3**

### **Main Purpose of Job:**

1. To work under the guidance of the class teacher to support teaching and learning in the classroom
2. a) To provide general support to the class teacher in the management and organisation of the pupils and the classroom  
b) To provide support to small groups or individual children, as directed by the class teacher.
3. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school
6. To work in collaboration with class teacher to ensure progress for all pupils, including specific individual needs and/or the needs of groups of pupils.

### **Main Responsibilities:**

#### **Support for the Pupils/ Families**

- To deliver pastoral and learning support
- To establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils
- To work with pupils, understanding how to motivate and encourage them to develop and achieve.
- To provide support for pupils to broaden and enrich their learning
- To work with the SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans
- To promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage in all activities
- To support a child with disabilities or special educational needs
- To work closely with a key group and report back achievements to the teacher.

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## Support for the Teachers

- Within an agreed system of supervision, to work with the teacher to develop activities, work plans and the classroom environment
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems (Tapestry)
- To establish and maintain constructive relationships with parents/carers by:
  - supporting their role in pupils' learning
  - providing constructive feedback on pupils progress and achievements
  - facilitating their support for their child's attendance
  - support home to school/community links
- To develop behaviour management strategies to be:
  - proactive in managing behaviour
  - promote self-control
  - independence and integration
- To support pupil transitions and attend parents evenings as appropriate
- To accompany teachers and classes on educational visits
- To work with the class teacher to complete administration tasks and prepare displays

## Support for the School

- To be aware of and comply with policies and procedures relating but not limited to:
  - child protection
  - health and safety
  - security and confidentialityreporting all concerns to an appropriate person.
- To contribute to overall ethos/work/aims of the school
- To attend and participate in regular meetings, internal training and other activities as required
- To assist in the general care of the school environment
- To assist with children at the beginning and end of the day and on the playground as required
- To provide lunchtime support by facilitating games & activities with a group of children
- To engage in the appraisal system for support staff
- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings
- To lead an after-school club

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## **Support for the Curriculum**

- Within an agreed system of supervision, to deliver indoor and outdoor learning and teaching activities and adjust these when necessary
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To assist with the personal and social development of the children
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher