

TEACHING ASSISTANT – EARLY YEARS FOUNDATION STAGE JOB DESCRIPTION



JOB PURPOSE

To support the classroom teacher in the planning and delivery of the Early Years Foundation Stage Framework.

To provide provision of care and welfare to a specified group of children.

**Grade 3 - 35 hours per week – Monday to Friday, term time only
(39 weeks, this includes working Teaching Training Days)**

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Take responsibility to develop and implement Education/Behaviour Plans for individual and groups of children
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Set challenging and demanding expectations and promote self-esteem and independence
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include - personal hygiene routines and changing of soiled clothing

SUPPORT FOR TEACHERS

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Independently plan appropriate learning activities for children in line with Education/Behaviour plans
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

**TEACHING ASSISTANT – EARLY YEARS FOUNDATION STAGE
PERSON SPECIFICATION**

Experience	<ul style="list-style-type: none"> • Current or recent practical experience of working with young children in a group setting • Experience of working with children with specific special educational needs
Qualifications	<ul style="list-style-type: none"> • NVQ 3 in Early Years and Childcare or equivalent Level 3 • Paediatric First Aid Training • Good Literacy and Numeracy skills
Knowledge & Skills	<ul style="list-style-type: none"> • Good communication skills with children, parents and staff • Ability to explain tasks simply and clearly and follow instructions • Ability to liaise with staff and to provide verbal and written information for reports and children's records • Able to work with limited supervision, but under guidance from the Reception teaching staff or Early Years Phase Leader • Able to contribute to the development and delivery of The Early Years Foundation Stage Framework • Able to prepare equipment for class activities • Able to effectively manage situations when children become ill, in a caring manner • Able to assist in record keeping by being involved in the observation and assessment of children • Willing to undertake tasks such as toilet accidents and clearing away materials • Able to liaise with office staff regarding financial matters linked to childcare provision • Willing to take part in whole school development activities • Effective use of ICT to support learning
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

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

- The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-
 - To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
 - To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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 school's data protection guidelines.

Responsible to:

Date Reviewed: April 2024