

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.

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 pupils 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
Qualifications	<ul style="list-style-type: none"> • NVQ 3 in Early Years and Childcare or equivalent Level 3 • Paediatric First Aid Training
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 Nursery teaching staff or Early Years Manager • 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 .