



Job Description

JOB TITLE:	Early Years Teaching Assistant
SCALE:	3
HOURS:	32.5 hours per week/ 39 weeks per year (Term Time + 5 INSET Days)
RESPONSIBLE TO:	Headteacher

Purpose of job:

- To support children's learning and development
- To be involved in the planning and record keeping of children's development
- To share in the care and wellbeing of the children throughout the school
- To share the responsibility for creating a stimulating environment that enhances the children's social and educational development

Duties:

It is the responsibility of the Early Years Teaching Assistant to provide:

Support for pupils by:

- Providing support for teaching and learning within class by supervising and assisting individual or small groups of pupils in activities set by the Lead Practitioner
- Engaging children in learning and play activities by organising resources and creating a stimulating environment
- Developing pupils' social skills by supporting children in groups
- Supervise children for short periods of time to enable the Lead Practitioner to attend meetings for example
- Understanding children's development and their needs by building and maintaining close and secure relationships with pupils
- Attending to and ensuring the care, health and welfare of the children at all times, including the willingness to dress and undress, their personal hygiene needs (e.g. toileting) and assisting pupils with physical needs and difficulties where necessary, after appropriate training
- Have a good understanding of food hygiene and allergen regulations, assisting children during snack times and lunchtimes and supporting with feeding if required.
- To ensure that any pupils who have had an accident or feel unwell are referred to the Welfare Officer and school procedures regarding welfare are followed
- Implementing behaviour management policies in accordance with guidance provided by the school
- Provide support for pupils inside and outside of the classroom to enable them to fully participate in activities
- Be aware of the early signs of bullying and disruptive behaviour and intervening as necessary
- Helping the inclusion of all children, including those with EAL and SEN and supporting individual children who find it difficult to form relationships or successfully access the curriculum
- Accompanying classes on school trips where necessary
- Assess pupil's learning and record findings, evidencing pupil progress by using assessment tools (e.g Look@me)
- Working with outside agencies such as Educational Psychologists and Speech Therapists by liaising and supporting their work with pupils and contributing to IEP's and EHCP reviews where necessary
- Providing feedback to the Lead Practitioner as well as parents where directed
- To attend staff training as appropriate
- Any other duties within the scope of this function as directed by the Headteacher

Other Responsibilities

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Communications

Using a command of spoken English that is sufficient to effectively carry out the duties of the role and liaise verbally and in writing with parents, pupils, governors, Agencies and other Organisations.

The postholder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the School policies, procedures and priorities.

All Connect Education Trust Staff Will:

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the Trust
- Be committed to achieving the school values
- Work to develop the school as a successful inclusive Trust
- Respond promptly to concerns from parents, staff or students
- Promote the Trust in the community
- Work in partnership with all colleagues including the Local Governing Board
- Support codes of professional ethics/safe practice in the staff code of conduct
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All Connect Education Trust Schools are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Connect Education Trust are expected to share this commitment.

This job description summarises the purpose and responsibilities of the role; it is not an exhaustive list of tasks that may be necessary and undertaken in order to achieve this purpose. The purpose and responsibilities can be varied from time to time at the discretion of the Trust, in consultation with the role holder.

Person Specification

Job Title: Early Years Teaching Assistant Grade: Scale 3

Essential criteria	HOW TESTED
Educated at GCSE Standard including Maths & English	A
Experience of supporting children	A
Education based childcare qualification	A
Experience of working in a childcare setting or school	A/I
An interest and commitment to work-related training	A / I
Applicants must have a command of spoken English that is sufficient to effectively carry out duties of the role and the ability to communicate effectively, both verbally and in writing.	A / I / T
Good interpersonal skills.	A
Ability to cope with and adapt to change	A
Ability to work with other team members and to contribute imaginatively to team development.	A / I
Ability to work co-operatively and flexibly within a team.	A / I
An understanding of the importance of confidentiality.	A / I
Ability to act and work on own initiative.	A / I
Desirable criteria	HOW TESTED
Paediatric First Aid Certificate or a willingness to obtain	A/I
Basic Food Hygiene Certificate or a willingness to obtain	A/I

A = Application form

I = Interview T = Task or presentation

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

- I. Focus on the requirements to carry out the duties of the job, as described*

- II. Explore issues relating to the safeguarding and promoting the welfare of children, including:*
 - *Motivation to work with children and young people*
 - *Ability to form and maintain appropriate relationships and personal boundaries with children and young people*
 - *Emotional resilience in working with challenging behaviours*
 - *Attitudes to use of authority and maintaining discipline.*

- III. Be used to explore any relevant issues arising from references received*