

CENTRAL BEDFORDSHIRE COUNCIL

JOB DESCRIPTION

JOB TITLE: Early Years Teaching Assistant

RESPONSIBLE TO: Headteacher and Early Years Leader

JOB PURPOSE: To provide and develop appropriate learning experiences for children and attend to the personal and social needs of children in order to support their learning and development and to ensure their safety.

Main duties and responsibilities:

Support for Pupils

1. To provide general welfare and care to pupils.
2. To participate in and foster the learning experiences provided for pupils.
3. To support individual pupils with specific programmes as identified by the team.
4. To be aware of and to value pupils' language/communication styles and promote the effective use of verbal and non-verbal language.
5. To ease the pupils' transition from home to school and to recognise the importance of creating positive links with parents in line with established school policy.
6. To assist with the pupils' independence programmes e.g. toileting, personal hygiene, safety etc.
7. To contribute to the physical, social, emotional and intellectual well-being of all pupils.
8. Under agreed school procedures, to give first aid/medicine where necessary.

Support for the Early Years team

1. To participate in forward planning relating to general policy, organisation and management.
2. To contribute in a team situation to the orderly maintenance of the established daily routine.
3. To support pupils with special needs and the implementation of designated programmes as required. To contribute to the well-being of these pupils ensuring equal access to all activities where reasonably practicable.

4. To contribute to the assessment of pupils and identifying children with a cause for concern in one or more aspects of their development.
5. To contribute to the curriculum development in the Early Years and support its implementation.
6. To commit to and undertake Continuous Professional Development in support of your own development, the Early Years team or that of the school workforce as a whole.

Support for the School

1. To develop and maintain professional relationships with pupils, colleagues, families and other approved agencies where appropriate.
2. To share responsibility for the preparation and presentation of displays.
3. To assist with the training of NNEB/CACHE and work experience students and to liaise with training college tutors where appropriate.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To contribute to the wider life of the school and support extra-curricular activities as required, e.g. performances, trips, charity days.
6. To undertake tasks of a similar nature and level as directed by the headteacher/manager.