



Early Years Teaching Assistant

Job Description and Person Specification

Contract Type:	Permanent
Salary:	Band 3 - £22,053-23,665
School:	Slade Green Primary
Location:	Chrome Road, Slade Green, Erith, Kent DA8 2EL
Hours per week:	35 hours
Accountable to:	Early Years Lead

Job Purpose

We are looking for an experienced Early Years Teaching Assistant who will support Teachers in the teaching and welfare of children to ensure our pupils make appropriate progress in EYFS through attaining their academic targets.

Working under the direction of the Head of Early Years, you will work to improve pupil achievement and progress, the quality of teaching and learning

Key Responsibilities of Role

Pupil Achievement & Progress

- To work as part of a team of early years educators preparing, delivering and evaluation the highest quality learning experiences enabling all children to access the full EYFS curriculum
- To promote purposeful stimulating and rich learning opportunities encouraging independent learning, both inside and outside environments introducing activities and using a range of strategies to support all pupils in their learning
- To promote interaction and engagement and support individual children and groups under the direction of the class teacher/EYFS leader
- To ensure all children make good progress in accordance with the requirements of the EYFS
- To contribute to the planning and evaluation of learning activities for individuals and groups
- To establish positive, professional and sensitive relationships with children, families, colleagues and other agencies as necessary to support children's learning, developmental and wellbeing needs.
- To meet the physical needs of the child, encouraging good standards of personal hygiene
- To take responsibility for the assessment and monitoring strategies for individual children
- To accompany children and teachers on educational visits and trips and act as a paediatric first aider
- To undertake any duties set that will assist in the day-to-day running of the EYFS.
- To develop an understanding of the special educational needs of the student/s concerned.
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.

- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To establish constructive relationships with parents/carers.

Quality of Teaching & Learning

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

General

- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school
- To promote the ethos of the Trust / school
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	<ul style="list-style-type: none"> GCSE or Level 2 in Maths and English (A-C grade) Level 3 Early Years/childcare qualification (or equivalent) An Enhanced DBS (we will apply for this for you) 	<ul style="list-style-type: none"> First Aid qualification 	<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working with children as a Teaching Assistant in a school setting Ability to work on own initiative, efficiently and under pressure Ability to establish effective working relationships with others Able to model excellent spoken and written English Knowledge of how to support learners in accessing the curriculum Strong team player Proven success in raising achievement Good ICT skills 	<ul style="list-style-type: none"> An interest in working within a Multi-Academy Trust setting Experience of ARBOR MIS system 	<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>
Personal Qualities	<ul style="list-style-type: none"> Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them Belief in equality and opportunity for all, ensuring that all staff feel included and listened to Ability to establish and articulate a clear vision in an engaging way Determination and resilience High level of interpersonal and communication skills and the ability to build relationships and 		<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>

	<p>influence at all levels – engaging with a range of stakeholders successfully</p> <ul style="list-style-type: none"> • Commitment to collaborative working • High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short • Commitment to safeguarding and promoting the welfare of children and young people 		<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>
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Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.

'Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.'