

The International School of London
Job Description- Early Years Teaching Assistant

Job Title: Early Years Teaching Assistant

Location: 139 Gunnersbury Avenue

Hours: Full time

Reports to: Class Teacher

General:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable children to access to high quality learning experiences across the school.

Duties and Responsibilities:

Supporting the Pupil

- To encourage students to think critically and creatively, to question, problem solve and work collaboratively in their play.
- To develop knowledge and understanding of a range of learning support needs of the pupils to be supported and responding appropriately.
- To aid the pupils to access the learning environment as effectively as possible, both in group situations and individually.
- To ensure the safety and welfare of children.
- Establish caring, respectful and constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Encourage pupils to interact positively with others and develop their social skills.
- Promote positive behaviour through developing self-regulation and encouraging conflict resolution.
- Encourage pupils to act independently and promote pupils' self-esteem.
- Support pupils with self-care routines and encourage healthy eating habits during meal times.

Supporting the Teacher

- To assist, with the class teacher (and other professionals e.g. SENCO), in the development of a suitable programme for pupils who need learning support.
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Make routine observations and assessments and be able to identify next steps in children's learning and development.
- To contribute to reviews of pupil's progress, as appropriate.
- Support class teacher in creating attractive and stimulating learning environments indoors and outdoors that reflect the needs and interests of the students.
- Work with children by leading guided group sessions, work 1:1 and support children in their play, when appropriate.
- Be aware of pupil challenges and achievements and provide information to the class teacher as necessary.
- Support the class teacher in promoting positive pupil behaviour.
- Foster links and keep records of communication with parents/carers under the direction of the class teacher.
- Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc

Supporting the Curriculum

- To assist with the planning and set up of an engaging learning environment that encourages meaningful play through access to a range of learning opportunities, planned around the pupils next steps.
- To assist with developing focused learning activities, monitoring pupils' responses to these and recording achievement/progress as directed.

- Ensure that all pupils are given the opportunity to follow their interests, investigate and learn independently.
- Take an active part in all areas of the curriculum including leading group sessions.
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use.
- Ensure that children are given daily access to outdoor learning opportunities.

Supporting the School

- To participate in the evaluation of the support programme e.g. attending meetings in school time.
- To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
- To undertake general clerical and administrative work, including filing and photocopying.
- To administer first aid and medication for pupils, under direction, where appropriate training has been provided.
- To attend to toileting needs and the clearing up of bodily fluids.
- To attend relevant in-service training and relevant meetings as required.
- To follow policies and procedures relating to child protection, health and safety, reporting all concerns to the appropriate person.
- To respect the confidentiality of certain issues linked to home/pupil/ teacher/school and to consult with other team members and the SENCO when concerned on any such issue.
- Contribute to the overall ethos, work and aims of the school.
- To support the work of other professionals by liaising, advising and consulting with other members of school staff generally.
- Assist with the supervision of pupils out of class times, during school hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as negotiated.

Safeguarding Children

- To be fully aware of and understand the duties, principles and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the post holder's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.

Specification

Experience

- Working with or caring for children within the Early Years age range.
- Level 3 childcare qualification
- Previous experience of working in schools would be preferable.

Essential requirements

- Good numeracy, literacy and ICT skills.
- Secure working knowledge of young children's development.
- Good understanding of the EYFS framework.
- Good communication skills.
- Ability to relate well to children and adults.
- Be able to work constructively as part of a team.
- Understand the different needs that children have.
- Able to motivate young children.

Knowledge and skills

- The ability to work on their own initiative and as part of a team.
- An understanding of the developmental stages for young learners.
- To be able to remain calm, sympathetic and show a sense of humour as appropriate when dealing with pupils and the demands of the job.
- To be able to make quick decisions when dealing with changes in the expected routine or emergency situations.

- Be familiar with using computers: Word processing and the internet.
- Ability to form good relationships with all stakeholders.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- An understanding of the school's equal opportunities policy and how it is implemented.
- An up to date knowledge of paediatric first aid.
- Awareness of the types of learning difficulties pupils may have and how to support them in the school environment. A commitment to the protection and safeguarding of children and young people, and an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.

Care & Guidance

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer
- To ensure all educational practices are in line with school's health and safety procedures and policies.

At ISL London, Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head of School and member of staff.