

Ridgefield Primary School
Job Description & Person Specification
Teaching Assistant – Early Years - Level 3

Post Title

Job Title	Teaching Assistant – Early Years - Level 3
Department/Phase	Teaching Support
Responsible to	SENDCo/Deputy Headteacher/Headteacher
Type of Position	Permanent /38 weeks
Level and Scale Point	NJC Points 7-11

Ridgefield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:

- To work as an effective member of an early year’s childcare team delivering a flexible, high quality childcare service that meets the needs of the children and their families. To provide a safe, stimulating environment for the children, with creative and appropriate play and learning opportunities.
- To provide in class support.
- Staff will also be used to cover classes on an occasional basis during the short-term absence of teachers as part of the normal Level 3 Teaching Assistant responsibilities.

Main Duties / Responsibilities

Support for Children

- To work in partnership with setting management/ staff and trainees as part of a highly motivated and professional team.
- To be part of a team of early years practitioners providing safe and stimulating childcare, under the direction of the Setting Manager
- To attend staff meetings and keep up to date with current childcare issues
- To promote good practice in a professional and inclusive manner
- To be fully involved in all activities associated with the childcare provision
- To understand, work within and promote the settings policies and procedures
- To share any child protection concerns immediately with the Designated Safeguarding Lead
- To adhere to the confidentiality policy of the setting
- To understand the Early Years Foundation Stage Framework and the Safeguarding and Welfare Requirements and the ability to meet them
- To assist with preparing and providing appropriate play and learning opportunities for the children at the setting
- To act as a Key Person to a small group of children as directed by your Line Manager
- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognizing and responding to their individual needs.
- Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Assist pupils, including those with special needs, to access learning activities through your knowledge of the curriculum and knowledge of learning skills.
- Ensure pupils’ safety, welfare, and personal hygiene. (Basic First aid to be included where appropriate)

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

- Contribute to the development & implementation of EHCP's, ILPs and Behaviour as Plans
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy
- Co-ordinate with the Inclusion lead regarding the mental health needs of pupils
- Deliver interventions to support the development and wellbeing of pupils

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programs, adjusting activities according to pupil responses.
- Undertake programs linked to local and national learning strategies e.g. Literacy, Numeracy, Early Years, recording achievements 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 lesson plans/relevant learning activities and assist pupils in their use.

Support for the Teacher

- Promote positive values, attitudes, and good pupil behaviour.
- Deal promptly with conflicts & incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.
- Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher.
- Work with the teacher to plan lessons, evaluating and adjusting lesson work / plans as appropriate to meet pre-determined learning objectives
- Implement agreed learning activities/teaching programmes with advice from a teacher, adjusting activities according to pupil learning styles and individual needs.
- Contribute to the setting up and on-going delivery of local and national learning strategies eg literacy, numeracy, early years and effectively utilising all alternative opportunities to support extended development of pupils' skills.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence.
- Undertake routine marking of pupils' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation
- Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems, as necessary.
- Collate pupil reports in liaison with the teacher, inputting data as required.
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.
- Create and maintain an appropriate learning environment in liaison with the teacher.
- Assist with the display of pupils' work
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Administer and mark assessments eg those linked to National Strategies and invigilate tests/examinations as required.

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

- Provide clerical support for teachers eg photocopying, filing, record keeping, collecting money, checking of deliveries and placing goods in stock and. maintaining records of stock; administering coursework, production of work sheets for agreed activities.

Support for the School

- Be aware of and comply with policies relating to child protection, health & safety, confidentiality, and data protection, reporting all concerns to a nominated person.
- Contribute to the overall work, smooth running, and ethos of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Attend and participate in meetings as required.
- Improve one's own practice through training, observation, evaluation, and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Undertake the planned supervision of pupils in out-of-hours school learning activities as appropriate.
- 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 a teacher.
- Supervising children on a planned and occasional basis without the presence of a teacher as part of the normal Level 3 Teaching Assistant responsibilities.
- To be a professional role-model, set high standards and have high expectations. To be a professional role-model, set high standards and have high expectations.

Professional Development

- Develop skills and knowledge by attending courses, workshops, and meetings.

General

- Ensure all duties and responsibilities are discharged in accordance with the schools Health and Safety Policy.
- Ensure all duties and responsibilities are discharge in line with General Data Protection Regulations.
- Ensure all duties and responsibilities are discharged with due regard for safeguarding and promoting the welfare of children and following the child protection procedures adopted by School and Local Authority.
- Ensure equal opportunities for all by adhering to the school's policy and challenging prejudice.
- Ensure a high level of confidentiality is maintained in all aspects of work.
- Maintain excellent public relations.
- To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

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Level 3 Teaching Assistant Person Specification

CRITERIA	ESSENTIAL/DESIRABLE	EVIDENCE
Safeguarding		
Ability to safeguard and promote the welfare of children and young people, has a good understanding of the safeguarding agenda and can show a personal commitment to safeguarding.	E	Application/Reference/Interview
Experience		
Experience of working in Early Years/Foundation Stage – e.g Play schemes, creches, playgroup, nursery etc.	D	Application/Interview
Previous experience working as a Teaching Assistant	D	Application/Interview
The ability and willingness to adapt to the needs of a situation and change tactics if necessary.	E	Application/Interview
Proven understanding of how to drive students in clear directions to enthuse and motivate.	E	Application/Reference/Interview
The drive and ability to support students in their learning and to help them become confident and independent learners.	E	Application/Interview
The ability to work with others to achieve shared goals.	E	Application/Reference/Interview
To use feedback from all levels of the school to help improve the way you manage your role.	E	Application/Interview
Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance.	E	Application/Interview
Knowledge of Arbor	D	Interview
Qualifications		
Level 3 early years childcare qualification	E	Application/Interview/Certificates
Certificate or Diploma in Childcare and Education	D	Application/Interview/Certificates
GCSE (or equivalent) Grade C or above in English and Mathematics	E	Application/Interview/Certificates
Relevant Teaching Assistant Qualification	D	Application/Interview/Certificates
Degree Qualification	D	Application/Interview/Certificates
A relevant NVQ qualification	D	Application/Interview/Certificates
Skills/Aptitude		
Articulate with excellent verbal communication skills	E	Application/Interview
Good ICT Knowledge/Microsoft Office	E	Application/Interview
Numerate	E	Application/Interview
Good interpersonal skills	E	Application/Interview
Sensitive to the needs of pupils, parents, and staff	E	Application/Interview
Good organisational skills	E	Application/Interview

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Good knowledge of the national curriculum	E	Application/Interview
Good timekeeping	E	Application/Interview
Flexibility/Can-do attitude	E	Application/Interview
Sensitivity Skills: Is sensitive to the needs and feelings of others and takes into consideration the impact of decisions is likely to have on them.	E	Application/Interview
Professionalism: Ability to maintain a professional stance in all situations, always ensuring confidentiality.	E	Application/Interview
Understand the requirement for total confidentiality and compliance with the Data Protection Act 2018 and GDPR.	E	Application/Interview
A good team player, with the ability to also work using their own initiative. Willing to go the extra mile.	E	Application/Interview
Committed to contributing to the wider school and its community.	E	Application/Interview
Committed to promoting high quality and consistent practices.	E	Application/Interview

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.