



Dorridge Primary School

Job Description

Job Title: EYFS Teaching and Learning Support Assistant

Salary Band: Band C

Line Manager: EYFS Lead / Heads of School

Job Purpose

- To support the class teacher in providing and promoting an environment suitable for the educational and social needs of children at various stages of development, in order to help them attain their full potential.

Specific Duties

Under the direction and supervision of a qualified teacher

- Assist pupils with integration into the normal routine of the classroom.
- Plan, prepare, evaluate and modify lessons and work plans
- Assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Preparation of displays of work for and from children creating a stimulating learning environment
- Attend staff meetings, parental consultations and other school events as required.
- Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents.
- Assist children with personal hygiene routines.
- Deal with minor accidents and administer first aid.
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin supports e.g. administer coursework; produce worksheets for agreed activities etc.
- Take class register and collect monies.
- Supervise children during playtimes, on visits, trips and out of school activities as required.

Responsibilities:

People

This role involves no direct responsibility for the supervision, direction or coordination of other employees within the School or Trust.

Safeguarding

The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Financial

The postholder may handle small amounts of cash for school activities, trips and fundraising events.

Health and Safety

- Adhere to all school / Trust policies, copies of which can be view on the Trust website - <https://www.ardenmat.org.uk/page/?title=Trust+Policies&pid=55>
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Support the school's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- All staff have responsibility for promoting the safeguarding and the welfare of children.
- Complete annual Safeguarding training and promote positive behaviour.

Policies and Procedures

The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Continuing Professional Development – Personal

- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training or development available within working hours.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Director of Primary Education, Heads of School, or the incumbent of the post.