

Hampsthwaite Church of England Primary School
Church Lane, Hampsthwaite, HG3 2EZ



Headteacher – Mrs Alana Snowden

“Enjoy, Achieve...Flourish”

POST:	EY General Teaching Assistant (GTA)
GRADE:	C/D – SCP 3-6
RESPONSIBLE TO:	Headteacher and Lead Practitioner
STAFF MANAGED:	None
JOB PURPOSE:	<p>To work collaboratively with staff to support high-quality learning and development within the Early Years setting. This includes providing targeted support for individual children or small groups through play-based, adult-guided activities that promote progress across all areas of the Early Years Foundation Stage (EYFS).</p> <p>The role involves delivering planned experiences and interventions as directed by the lead practitioner, supporting the implementation of effective routines, and contributing to ongoing observation, assessment and feedback. You will help to create a safe, nurturing and stimulating environment where children feel secure and are encouraged to explore, develop independence and build positive relationships. The role may take place within the indoor and outdoor learning environment, with guidance and professional support provided as required.</p>
	ACCOUNTABILITIES / MAIN RESPONSIBILITIES
Supporting Learning & Development	<p>Support the delivery of planned learning experiences within the Early Years setting, following the lead practitioner’s guidance and ensuring a consistent approach to routines and expectations.</p> <ul style="list-style-type: none"> • Provide clear, concise feedback to the lead practitioner on children’s engagement, learning and development to inform next steps and planning. • Interact with children in ways that promote language development, curiosity and independent thinking, using responsive questioning, modelling and sustained shared thinking. • Support the implementation of positive behaviour approaches, helping children to understand boundaries, develop self-regulation and build positive relationships. • Promote children’s personal, social and emotional development and wellbeing through nurturing interactions and support for play-based learning. • Assist in supervising and supporting children during indoor and outdoor provision, ensuring a safe, inclusive and stimulating environment.

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	<ul style="list-style-type: none"> • Support children during transitions, routines, and mealtimes, encouraging independence, good social skills and positive play.
Communication	<p>Under the general direction of the lead practitioner participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</p> <ul style="list-style-type: none"> • Communicate effectively with all pupils, families, carers and other agencies / professionals
Sharing Information	<p>Share information confidentially about pupils with teachers and other professional as required</p> <ul style="list-style-type: none"> • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings and training (where required)
Safeguarding and Promoting the Welfare of Children/Young People	<p>Carry out tasks associated with pupils’ personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</p> <ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Administration/Other	<p>Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils’ work</p> <ul style="list-style-type: none"> • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations • Participate in appraisal, training and other learning activities
Health & Safety	<p>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</p> <ul style="list-style-type: none"> • Work with colleagues and others to maintain health, safety and welfare within the working environment
Data Protection	<p>To comply with the Trust’s policies and support documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</p>
Equalities	<p>Promote inclusion and acceptance of all pupils • Within own area of responsibility, work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and value</p>
Flexibility	<p>Yorkshire Causeway Schools Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with YCST Policies and Procedures.</p>

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PERSON SPECIFICATION

EY General Teaching Assistant (Grade C/D)

Essential upon appointment	Desirable upon appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge:</p> <ul style="list-style-type: none"> • An awareness of child/young person’s development and learning • An understanding that children/young people have differing needs 	<ul style="list-style-type: none"> • Good understanding of child development and learning processes • Knowledge of behaviour management techniques • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice
<p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with children in a learning environment 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Good reading, writing and basic mathematical skills 	<ul style="list-style-type: none"> • Basic ICT Skills
<p>Qualifications</p> <ul style="list-style-type: none"> • Enhanced DBS clearance 	<ul style="list-style-type: none"> • First Aid Qualification • Relevant NVQ Level 2 qualification or equivalent/experience • Relevant NVQ level 3
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality • Flexibility 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to the school’s policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline 	

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<ul style="list-style-type: none">• An empathy for equality & diversity• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	
Equal Opportunities <ul style="list-style-type: none">• To assist in ensuring that the Trust’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery.	