

## Job Description

<b>Job Title:</b>	<b>Early Years Teaching Assistant</b>
<b>Date last reviewed:</b>	<b>June 2020</b>
<b>Grade of post:</b>	<b>Grade 6</b>
<b>Location:</b>	<b>NMPS</b>
<b>Line Manager:</b>	<b>Nursery Manager</b>
<b>Disclosure Level:</b>	<b>Enhanced DBS</b>

### **Job Purpose:**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

### **Main Responsibilities:**

#### **SUPPORT FOR CHILDREN**

- Use specialist (curricular/learning) skills/training/experience to support children
- Assist with the development and implementation of EHCP's
- Establish productive working relationships with children, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support children consistently whilst recognising and responding to their individual needs
- Encourage children to interact and work cooperatively with others and engage all children in activities
- Promote independence and employ strategies to recognise and reward achievement of self reliance
- Provide feedback to children in relation to progress and achievement

#### **SUPPORT FOR NURSERY MANAGER/TEACHER/EXTENDED CARE MANAGER**

- Work with the Nursery Manager/Teacher/Extended Care Manager to establish an appropriate learning environment

- Work with the Nursery Manager/Teacher/Extended Care Manager in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- Provide objective and accurate feedback and reports as required, to the Nursery Manager/Teacher/Extended Care Manager on children's achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the Nursery Manager/Teacher/Extended Care Manager, contributing to reviews of systems/records as requested
- Undertake marking of children's work and accurately record achievement/progress
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the Nursery Manager/Teacher/Extended Care Manager within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide general clerical/admin. support e.g. administer coursework, produce resources for agreed activities etc.

#### **SUPPORT FOR THE CURRICULUM AND WIDER LEARNING**

- Implement agreed learning activities/teaching programmes, adjusting activities according to children's responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop children's competence and independence in its use
- Help children to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required

- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of children's out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- To undertake other duties, appropriate to the grade, as may reasonably be required by the Head teacher

## **EXPERIENCE**

Experience working with children of relevant age

## **QUALIFICATIONS AND TRAINING**

- NVQ 3 EYFS/Childcare Qualification
- Very good numeracy/literacy skills – GCSE Maths and English at Grade C or above
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc.
- Appropriate first aid training

## **KNOWLEDGE AND SKILLS**

- Can use ICT effectively to support learning
- Use of other equipment technology – video, photocopier
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

## **Safeguarding Statement to be included in all job descriptions**

*New Marston Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*