

Job Description: Early Years Teaching Assistant

Job Purpose

The key functions of the role are:

- To be a member of the Early Years Foundation Stage (EYFS) Team working together under the direction of the EYFS Lead (Reception) and / or Nursery Teacher (Nursery) contributing to high quality inclusive practice, ensuring the best possible progress for all children.
- To facilitate learning by supporting the needs of individual pupils and groups of pupils in accordance with the school policies and government initiatives in the pursuit of high standards of children's achievement.
- To provide a high standard of physical, emotional, social and intellectual care for pupils in the Nursery or Reception classes.
- To implement agreed school policies.
- To be a role model of high expectations and aspirations for children, colleagues and other members of the school community.

Desired qualifications:

- Approved level 3 (or level 2 qualification working towards level 3) in childcare and education would be an advantage but is not essential.

Operational Duties and Responsibilities

The particular responsibilities attached to the post of teaching assistant are as follows:

- Support individuals and groups of children in activities, both inside and outside, under the direction of the EYFS Lead /Nursery Teacher
- Prepare, set-up, manage and clean teaching materials and organise supplies of resources as requested by the EYFS Lead /Nursery Teacher in both indoor and outdoor learning areas e.g. photocopying.
- Assist with the school's record keeping systems, including observations and assessments of individual children.
- Support good classroom discipline, reinforcing standards of behaviour and tidiness within the classroom.
- Assist with preparation of display boards as well as helping to mount displays of work.
- Support new children when they first enter Nursery / Reception.
- Attend meetings as required and share information and participate in discussion as appropriate.
- Attend staff training, after school meetings (paid as additional hours) and special occasions in the school's annual calendar (when appropriate).

- Be conversant with the procedures and policies of the school and RLT e.g Health and Safety, Behaviour, Safeguarding etc.
- Support and develop a positive self image in the child using praise to highlight effort as well as success.
- Treat all information concerning children and school matters as confidential at all times.
- Refer all matters of a sensitive nature regarding safeguarding to the Designated Safeguarding Lead as a matter of priority.
- Negotiate with and inform your line manager of any changes to the normal routine of working.
- Regularly report back to the EYFS Lead /Nursery Teacher on children's progress and areas of concern and update any written records as necessary.
- Administer first aid and comfort to sick children appropriately including support for toileting.
- Maintain effective, professional relationships with colleagues, children and parents.
- Inform and involve parents/carers in their child's progress through daily informal contacts.
- Undertake personal care duties for individual children as required.

Other Duties and Responsibilities

- Implement the School's equal opportunities policy fully and to work actively to overcome discrimination and stereotyping.
- At all times to carry out responsibilities/duties within the framework of the Schools Dignity at Work Policy.

This job description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the role. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. They will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. An annual appraisal, and a mid point review, will set and review targets, based on this job description.

All staff are required to complete a 6-month probationary period during which time suitability for the post will be assessed.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies include the Trust's Stress at Work Policy and the Dignity at Work Policy.

Safeguarding Statement

Barton Park 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.