

Bushey Heath Primary School
Job Title: Early Years Teaching Assistant



Location: Bushey Heath Primary School

Hours: 5 days per week, 08:30-15:30 (Term-time only)

Pay grade – H2-H3 depending on experience

Purpose of the role: To work as a member of the EYFS team showing initiative and creativity. To provide safe, high-quality education and care for young children which meets the individual needs of the children in Nursery, under the guidance and direct supervision of the Nursery teacher.

Responsibilities:

- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- To ensure the safety of the children
- To have responsibility for the assessment and recording and monitoring of the needs of allocated children
- Work as part of a team with shared responsibilities
- To contribute to the planning and implementation of appropriate activities for the children in collaboration with the class teacher using the Early Years Foundation Stage (EYFS) curriculum for guidance
- Work in partnership with all parents, encouraging them to participate in their child's progress and development
- Ensuring you provide a warm and caring atmosphere for the children
- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher

Teachings Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Desirable Experience	Competencies
Experience of the EYFS	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Awareness of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Awareness of Data protection and confidentiality	Motivation
Basic knowledge of First Aid	
Understanding of the Schools ethos and values	

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process