

St Nicholas CoE Primary School

EYFS Teaching Assistant

Job Description

Grade: 3 SCP 5-6 £25,584 - £25,989 FTE	Actual Salary: from: £11,274 - £11,453
Hours of Work: 19.5 hours per week	
Work Pattern: 8:30-15:30 3 days per week to include half an hour lunch cover each day and half an hour unpaid break	Employment Status: fixed term, maternity cover, term time only role
Job Purpose: To facilitate learning and high standards of achievement in collaboration with teaching staff, addressing the needs of individual pupils and/or groups of pupils and supporting teaching staff in their roles within and beyond the classroom within EYFS	
Main Tasks	
1. Assist class teachers in the preparation of activities, displays of work and the collection of resources.	
2. Work with small groups and/or individual pupils (as designated by the class teacher) giving support to help the pupils meet curriculum targets and access the curriculum.	
3. Liaise with the class teacher each day to discuss work to be carried out and to report back to the teacher on pupil progress and areas requiring attention.	
4. Reinforce the school's standards of behaviour and tidiness both within the classroom and around school.	
5. Assist with class administrative tasks, including photocopying and filing of work.	
6. Be aware of and adhere to relevant rotas for the provision of first aid cover, playtime/lunch time supervision.	
7. Liaise with class teacher on a daily basis to discuss class tasks and carry out tasks set by the class teacher.	
8. Where appropriate, attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar.	
9. Be aware of and implement school policies relevant to the work of a teaching assistant.	
10. Any other duties that might be reasonably expected by or on behalf of the head teacher e.g. in unexpected circumstances, working with individuals/groups other than those normally assigned.	