

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	
<ol style="list-style-type: none"> 1. Assist class teachers in the preparation of activities, displays of work and the collection of resources. 	
<ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> 4. Reinforce the school's standards of behaviour and tidiness both within the classroom and around school. 	
<ol style="list-style-type: none"> 5. Assist with class administrative tasks, including photocopying and filing of work. 	
<ol style="list-style-type: none"> 6. Be aware of and adhere to relevant rotas for the provision of first aid cover, playtime/lunch time supervision. 	
<ol style="list-style-type: none"> 7. Liaise with class teacher on a daily basis to discuss class tasks and carry out tasks set by the class teacher. 	
<ol style="list-style-type: none"> 8. Where appropriate, attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar. 	
<ol style="list-style-type: none"> 9. Be aware of and implement school policies relevant to the work of a teaching assistant. 	
<ol style="list-style-type: none"> 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. 	