



Russell Street Infant School

STARS – Safe, Together, Achieve, Resilient, Special

Early Years Teaching Assistant

Job Title	Responsible to
Teaching Assistant (Grade B)	Headteacher, Deputy Headteacher.

Job Purpose
To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.

Key Objectives	
1	Support pupils to understand instructions, encourage independent learning and maximise the inclusion of all pupils including those with special needs
2	Attend to pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support
3	Assist with the planning and preparation of activities and in the delivery of local and national initiatives
4	Prepare the learning environment as directed for lessons and clear up learning environment and resources.
5	Assist with the display of pupils' work
6	Assist with break /lunch time supervision including facilitating games and activities
7	Assist with escorting pupils on educational visits and out of school activities
8	Support pupils in emotional well-being, reporting issues to the teacher when appropriate

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope
<ul style="list-style-type: none"> • Have familiarity with all relevant statements/documents of special educational needs specific to individual children • Prepare and maintain equipment/resources as directed by the teacher • Support the teacher in managing pupil behaviour, reporting difficulties as appropriate • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions

Work Profile

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate
- Encourage pupils to interact with others constructively and engage in activities led by the teacher
- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers as directed.
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- Maintain confidentiality at all times

Other Information

Russell Street School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.

We follow safer recruitment practice and all appointments are subject to satisfactory DBS checks.

In addition, references will be requested for short listed applicants prior to interview and will form part of the interview process.

Person Specification

Skills and Knowledge		Level		Assess by;
<i>Attainable</i>	<i>Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time</i>		A	A Application I Interview T Testing R Reference
<i>Desirable</i>	<i>Applications will be preferred from candidates with the denoted qualifications or experience</i>		D	
<i>Essential</i>	<i>Applicants without the denoted qualifications or experience will not be considered for this role</i>		E	
Qualifications	Good basic education with proficiency in numeracy, literacy and ICT	X		A
Skills / Experience	Experience of working with children in a learning or play environment		X	A
Competencies		Level		Assess by;
<i>Awareness</i>	<i>Demonstrable aptitude and ability to develop in the particular work area</i>		A	A Application I Interview T Testing R Reference
<i>Significant</i>	<i>Clear competence in the work element sufficient for all role requirements</i>		S	
<i>Extensive</i>	<i>Sufficient expertise in the work element to lead and mentor others, and influence policy and practice</i>		E	
Planning and organising work	Working under instruction to prepare and deliver learning activities and general classroom support		*	I,R
Planning capacity and resources	Use and safekeeping of classroom equipment.		X	I,R
Influencing and interpersonal skills	Encouraging inclusivity and engagement in learning		X	I,R
	Interaction with other pupils, colleagues, parents and others in a positive and inclusive manner		X	I,R
Using initiative	Using agreed techniques and processes to deal with day to day issues and problems		X	I,R
Working independently	Working with individuals and small groups under the guidance and supervision of the class teacher		X	I,R
Managing people	Co-operative working with colleagues		X	I,R
Managing resources	Equipment; Keeping accurate records when required		X	I,R
	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.		X	I,R
Managing risk	Awareness of opportunities for professional self-improvement		X	I,R
Managing oneself	Good basic education with proficiency in numeracy, literacy and ICT	X		A