

### Job Description

<b>Job Title</b>	General Teaching Assistant – Early Years
<b>Grade</b>	C
<b>Responsible To</b>	Principal / Higher Level Teaching Assistant / Senior Advanced Teaching Assistant / SENCO & EYFS Lead / Inclusion Manager
<b>Staff Managed</b>	None
<b>Job Family</b>	Teaching Assistants
<b>Job Purpose</b>	Support learning and development of groups of children, within the planning framework developed by the teachers. Work collaboratively within the nursery team, complementing the work of teachers, and key workers.
<b>Job Context</b>	The postholder will work in an early years setting within a school or in a linked setting.
<b>Accountabilities / Main Responsibilities</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• Work within the framework of core provision plans, medium and short term plans to support children's learning and development.</li> <li>• Make observations as required and contribute to the on-going observational assessment of children's learning and development including acting as a keyworker.</li> <li>• Engage with children to develop sustained, shared thinking, and promote the characteristics of effective learning, as defined in the EYFS.</li> <li>• Support children during lunchtimes.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals.</li> <li>• Communicate effectively with all pupils, families, carers and other agencies / professionals</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Prepare and maintain the learning environment, with reference to provision plans and identified enhancements.</li> <li>• Carry out routine tasks to support the work of teacher, HLTAs and ATAs.</li> <li>• Support the use of ICT and adhere to relevant policies.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Share information confidentially about pupils with teachers and other professional as required.</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li> <li>• Participate in staff meetings.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

### Person Specification

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<b>Staff Managed</b>	None	
<b>Job Family</b>	Teaching Assistants	
<b>Essential</b>		<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>• An awareness of child/young person's development and learning</li> <li>• An understanding that children/Young people have differing needs</li> </ul>		<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes</li> <li>• Knowledge of Behaviour management techniques</li> <li>• Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>• Knowledge of inclusive practice</li> </ul>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Experience appropriate to working with children in an learning environment</li> </ul>		
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers</li> <li>• Good reading, writing and numeracy Skills</li> <li>• Demonstrable interpersonal skills</li> </ul>		<ul style="list-style-type: none"> <li>• Basic ICT Skills</li> </ul>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or equivalent</li> </ul>		<ul style="list-style-type: none"> <li>• Relevant NVQ level 3</li> <li>• Appropriate first aid training such as Paediatric First Aid (<i>Dependent on the settings needs</i>)</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the setting's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintaining discipline</li> <li>• Confidentiality</li> <li>• Ability to work successfully in a team</li> <li>• Flexibility</li> </ul>		