

St. John's Mosley Common CE Primary School

Job Description Teaching Assistant – Early Years

PURPOSE:

To work under the instruction/guidance of teaching/senior staff, to undertake work/care/ support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom in EYFS. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of pupils' work
- Provide clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework

SUPPORT FOR THE CURRICULUM

- Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Deliver programmes linked to local and national strategies, for example, Literacy, Numeracy, and early years, recording achievement and progress and feeding back to the teacher – Letters & Sounds, Springboard Maths, Maths Recovery, Sounds Write.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use those resources required to meet the relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Be supportive of the Christian ethos and contribute to the overall work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training, other learning activities and performance management as may be reasonably directed
- Assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

Experience:	<ul style="list-style-type: none">• Working with or caring for children of a relevant age and/or learning need.
Qualifications/Training:	<ul style="list-style-type: none">• NVQ 2 or evidence of the equivalent QCF credit value or equivalent qualification or experience in teaching assistance.• Training in the relevant learning strategies, e.g. literacy.
Knowledge/Skills:	<ul style="list-style-type: none">• Good Numeracy/Literacy skills.• Effective use of ICT to support learning.• Use of relevant equipment/resources.• General understanding of the National/EYFS curriculum and other basic learning programmes/strategies.• Basic understanding of child development and learning.• Understanding of relevant policies, codes of practice and awareness of relevant legislation.• Ability to self-evaluate learning needs and actively seek learning opportunities.• Ability to relate well to children and adults.• Ability to communicate clearly with adults and children.• Have a flexible approach to work.• Ability to use initiative and work independently.• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
Personal qualities:	<ul style="list-style-type: none">• Have a warm and caring character.• Have a patient and understanding disposition towards children and enjoy being in their company.• Being willing to contribute to all areas of school life.

SPECIFIC DUTIES (relating to the support of an individual child with SEN) where applicable
<ul style="list-style-type: none">• Assist with the development and implementation of the individual educational plan and personal care programmes.• To assist in meeting the physical and personal care needs of the child, including toileting/changing, if necessary.• To establish warm relationships with the pupils and interact with them.• Encourage the child to interact with others and engage in activities led by the teacher• Promote self-esteem and independence.• Assist with the planning of learning activities and to support the child's learning goals.• Monitor the response of these learning activities and record achievements and progress.• To determine the need for, and prepare, specialist equipment and resources and assist with their use.• Promote good behaviour, dealing with incidents in line with school policy.• Undertake routine marking in line with the school's 'marking and feedback policy'.• Establish constructive relationships with parents and carers.• To be responsible for keeping updated records as agreed with the teacher.• To adjust learning activities according to pupils responses and needs.