

Job Description

Department	Early Years
Post Title:	Teaching Assistant
Salary Scale/Range	NJC Scale 3 Point 5 -6
Hours	32.5 hours per week
Permanent/Fixed Term	Fixed Term (12 months initially)
Posts Responsible to	Headteacher
Posts Responsible for	n/a

Job Purpose:

- To support teaching and learning activities across the school with a focus on the Early Years
- To encourage the development of language, oracy and communication skills
- To support pupil groups ensuring high expectations and progress with the EY curriculum
- To be responsible for the personal care/supervision of children
- To liaise with Parents/Carers

Key Accountabilities/Primary Responsibilities:

Tasks that may be carried out in this role include, but are not limited to:

- To work with the class teacher in lesson planning, and reshaping work as appropriate
- To provide support for all professionals delivering teaching
- To administer intervention programmes and maintain records of impact
- To deliver teaching and learning activities and provide written and oral feedback to children both individually and in groups
- To monitor and evaluate the child's learning and provide feedback to the teacher including pupils with an EHCP
- To facilitate high quality interactions between the child and peers encouraging rich vocabulary at every opportunity
- To prepare resources and provide assistance in the development of learning within the school including those in the outdoor provision.
- To assist in the planning, recording and implementation of the curriculum including pupils with an EHCP under the direction of the class teacher
- To assist with supervision during educational visits
- To attend to the personal needs of pupils, including administering medication as necessary

- To provide support for children with special educational needs including assistance generally
- To liaise sensitively with parents under the direction of the class teacher
- To be an integral part of the school and work in partnership with all staff on a curriculum team, developing subject expertise
- To implement the school behaviour policy
- To undertake relevant CPD to support the needs of pupils in the early years
- To undertake break time and daily lunch time activities as timetabled modelling play to the children
- To undertake first aid duties and attend to unwell children as necessary
- To provide clerical assistance as necessary e.g. maintaining records
- To support the functionality of wider school activities by participating in activities including Chaperone Service and lunch duties.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

- The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expects all employees to share this commitment.

Health and Safety

- The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	