# Job Description

**Job Title: Early Years Teaching Assistant Level 3**

**School: HAREHILLS PRIMARY SCHOOL**

**Pay Range: B1 Point 4-6**

**Responsible to: Assistant Head of Phase**

**Role Purpose**

To work under the guidance of teaching and senior staff, primarily within the classroom, to support children's learning and development in the Early Years Foundation Stage (EYFS). The role involves assisting with the management of pupils and the learning environment, promoting inclusion, and contributing to high-quality care and education.

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**Key Responsibilities**

**Support for Pupils**

1. Attend to children's personal needs, including health, hygiene, physical care, and welfare, in line with school policies.
2. Provide supervision and ensure pupils' safety and access to learning at all times.
3. Establish positive relationships with pupils, acting as a role model and responding appropriately to individual needs.
4. Promote inclusion and acceptance of all children, supporting equal access to learning opportunities.
5. Encourage positive interactions among pupils and engagement with teacher-led activities.
6. Foster independence, confidence, and self-care skills in young children.
7. Support children with intimate care needs sensitively and professionally, following the school's Intimate Care Policy.
8. Administer Paediatric First Aid (training will be provided).

**Support for Teaching and Learning**

8. Assist in preparing the classroom and learning resources as directed; clear and tidy learning spaces afterwards.
9. Observe and report on pupil progress and achievements to the class teacher.
10. Contribute to pupil record keeping, including updating learning journals using ICT (e.g., tablets).
11. Support the teacher in managing pupil behaviour, reporting any concerns appropriately.
12. Relay messages and information between parents/carers and school staff, as directed.
13. Provide general clerical and administrative support (e.g., photocopying, typing, filing).
14. Help pupils understand and follow instructions.
15. Support delivery of the EYFS curriculum through play-based and structured learning activities.
16. Prepare, organise, and maintain equipment and resources to support learning.

**Wider School Support**

17. Follow and uphold all policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection.
18. Promote an inclusive learning environment that respects diversity and supports equal opportunities.
19. Contribute positively to the school's ethos and aims.
20. Collaborate effectively with other professionals working with children in school.

21. Attend relevant meetings and briefings as required.
22. Engage in training, performance development, and continuous professional learning.
23. Supervise pupils during non-teaching times, including lunch and playtimes.
24. Support educational visits, trips, and out-of-school activities as required.
25. Be willing to undertake Paediatric First Aid training and act as a First Aider when needed.

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**Special Conditions of Service**

- This post is subject to an enhanced Disclosure and Barring Service (DBS) check.
- The role may occasionally require attendance outside of standard school hours or off-site.
- Harehills Primary School operates a strict no-smoking policy

## PERSON SPECIFICATION

## Job Title: Early Years Teaching Assistant Level 3

## School: Harehills Primary School

| Essential Criteria | How Identified | Desirable Criteria | How identified |
|---|---|---|---|
| **SKILLS**<br>Good numeracy/literacy skills<br><br>Use basic technology – computer, video, tablet, photocopier<br><br>Ability to relate well to children and adults<br><br>Ability to work constructively as part of a team | Application form and selection process<br><br>Application form and selection process<br><br>Application form and selection process<br><br>Application form and selection process | GCSE Maths and/or English grades D-G CSE level 2 | Provide evidence by producing certificate |
| **KNOWLEDGE & UNDERSTANDING**<br><br>Working with or caring for children of relevant age<br><br>Understanding classroom roles and responsibilities and your own position within these. | Application form and selection process<br><br>Application form and selection process | Appropriate knowledge of first aid<br><br>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. | Application form<br><br>Application form and selection process |
| **QUALIFICATIONS/ TRAINING**<br><br>**A full and Relevant Level 3 EYFS Qualification**<br><br>Participate in development and training opportunities | Application form and selection process | A full and relevant Level 3 + EYFS qualification | Application form and Certificate |
| **OTHER CONDITIONS** | | | |