



## **REDDAM HOUSE BERKSHIRE JOB DESCRIPTION ASSISTANT TEACHER – EARLY LEARNING SCHOOL**

### **THE ROLE**

In this role, you will be working with children providing play activities and supporting the EYFS assessment. You will need good communication skills at all levels in order to build relationships with children, parents and other members of school staff.

### **DETAILED RESPONSIBILITIES AND TASKS**

#### **Principal responsibilities**

- Be able to engage with, care for and inspire children;
- Contribute to the day to day organisation and smooth running of the Early Learning School;
- Be responsible at all times as part of the wider team for high standards of care and education of children in accordance with statutory requirements;
- Assist the other staff in giving regular feedback to parents about their child's development and progress;
- Prepare the classroom indoors and outdoors and ensure that it is safe, clean and tidy at the start and end of each session;
- Manage behaviour effectively to ensure a good and safe learning environment which facilitates children's autonomous, independent learning and enable children to maximise their full potential;
- Establish and maintain good partnerships with colleagues, parents and carers, outside agencies and children including good home-school links;
- Work collaboratively and demonstrate a positive work ethic and strong team spirit.

#### **Additional duties and responsibilities**

- To carry out basic First Aid duties (training will be provided);
- Be prepared to attend training as necessary ensuring all legislative training is kept up to date;
- Undertake all duties with due regard of the School's Health and Safety Policy and the Health and Safety at Work Act 1974 and all other relevant legislation;
- To carry out any such task as shall be deemed necessary to the smooth running of the Early Learning School.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by the Heads of School commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be

to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.

Signed: ..... (Post Holder)

Name: .....

Date: .....

Signed: ..... (Line Manager)

Name: .....

Date: .....



## REDDAM HOUSE BERKSHIRE SCHOOL ASSISTANT TEACHER - ELS PERSON SPECIFICATION

### Qualifications and Experience

- |  |   |   |
|--|---|---|
| • GCSE English and Maths at A*- C or level 2 equivalent  | X |   |
| • NVQ level 3 qualification in either Early Years or are satisfactorily working towards it <b>OR</b> Hold another recognised qualification at NVQ3 level or above, for example NNEB qualification, degree with teaching qualification and QTS. | X |   |
| • Knowledge of and/or have taught the ELS school age range using the Reggio Emilia approach  |   | X |
| • A recognised qualification in Paediatric First Aid, or a commitment to obtain such a qualification.  | X |   |
| • Basic Food Hygiene certificate   |   | X |

### Skills and Personal Qualities

- |   |   |  |
|---|---|--|
| • To achieve and maintain high standards of care and consistent environments for children.  | X |  |
| • Ability to communicate confidently with other professionals, parents and children   | X |  |
| • To be able to understand and meet the needs of individual children and families.  | X |  |
| • To be flexible with regard to working hours to meet the needs of the setting.   | X |  |
| • To be motivated and able to motivate children   | X |  |
| • The ability to form caring and trusting relationships with the children and their families.   | X |  |
| • To report regularly and accurately on progress to parents in accordance with the reporting schedule set out by the school, including writing up observations for Learning Journals and maintaining a portfolio of work for your key children. | X |  |
| • To be an active learner with a desire to reflect upon how you teach and how your pupils learn.  | X |  |
| • To ensure professionalism and confidentiality at all times  | X |  |

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity.*