



## Job Description

<b>Post Title:</b>	<b>EYFS Teaching Assistant – Level 3</b>
<b>Job Purpose:</b>	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.
<b>Responsible to:</b>	Phase Leader
<b>Responsible for:</b>	N/A
<b>Hours of Work:</b>	37 hours per week / 39 weeks per year
<b>Grade and Range of Post:</b>	Grade 4 SCP 17-22
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Use specialist (curricular/learning) skills/training/experience to support pupils</li> <li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>• Provide feedback to pupils in relation to progress and achievement</li> <li>• Work with the teacher to establish an appropriate learning environment</li> <li>• Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate</li> <li>• Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li> <li>• Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence</li> <li>• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested</li> <li>• Undertake marking of pupils' work and accurately record achievement/progress</li> </ul>	



- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- 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
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of academy hours learning activities
- Supervise pupils on visits, trips and out of academy activities as required
- Contribute to the Health & Safety of students and other staff in accordance with Health & Safety regulations and School Policy.
- To assist, where required, in the supervision of young people during breaks and lunchtimes (within contracted hours) encouraging safe, positive and social behaviour
- To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection
- To undertake any other duties and responsibilities as appropriate to the role and grade, as requested.

E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of E-ACT you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.



## Person Specification

<i>Qualifications and Experience</i>				
<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
NVQ2 for Teaching Assistants or equivalent qualification or experience		√	√	
Training in the relevant learning strategies e.g. literacy	First aid training as appropriate	√	√	
Maths and English GCSE grade 9-4 (A-C) or equivalent or working towards		√		
Experience of working with or caring for children of relevant age		√	√	
Experience of the delivery of phonics		√	√	
Experience working with students with special educational needs and /or in a nurturing environment		√	√	
Experience of child protection/safeguarding with up to date training or willingness to undertake training		√	√	

<i>Abilities and Skills</i>				
<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
Ability to communicate effectively with all members of the school community and can assist the school in forming a partnership with parents		√	√	√
Ability to promote a positive academy ethos.		√	√	
Ability to self-evaluate learning needs and actively seek learning opportunities		√	√	√
Ability to relate well to children and adults		√	√	

Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources and can complete and maintain pupils records		✓	✓	
Can plan, implement and evaluate learning activities and has experience of student observation and assessment		✓	✓	✓
Effective use of ICT to support learning as well as use of other equipment technology – video, photocopier		✓	✓	✓
Can manage the behaviour of pupils in a reasonable manner		✓	✓	✓
Has speaking and listening skills to extend language in discussion		✓	✓	✓
Ability to plan, organise and prioritise work in order to meet deadlines.		✓	✓	

<i>Knowledge and Understanding</i>				
<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation			✓	✓
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies		✓	✓	
Understanding of principles of child development and learning processes as well as an awareness of pupils with special educational needs including social, emotional and behavioural needs		✓	✓	
Thorough understanding of and commitment to equality of opportunity		✓	✓	
Knowledge of safeguarding and child protection issues.		✓	✓	

<i>Personal skills and attributes</i>				
<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.		✓	✓	✓
Has a caring positive attitude towards pupils welfare		✓	✓	✓
Can maintain trust and confidentiality where appropriate		✓	✓	
Can allocate some contractual time to after school staff meetings and the whole of, or part of, staff training days when appropriate		✓	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		✓	✓	
Can maintain personal presentation that sets high standards for the pupils		✓	✓	
Ability to work independently and on own initiative; take responsibility for own professional development.		✓	✓	