



Job Description - Class Teaching Assistant - Reception

Reporting to the Class Teacher and HeadTeacher

The Teaching Assistant in Reception will support the Class Teacher in developing activities in line with the requirements of the Early Years Foundation Stage (EYFS).

Responsibilities:

A. Supporting Pupils

1. To help all children learn as effectively as possible by, for example:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - motivating and encouraging the child as required;
 - assisting in a range of areas, e.g. language, mathematics, reading, spelling, handwriting/presentation, behaviour, etc.;
 - helping pupils to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - assisting class teacher to develop appropriate resources to support the child/ren;
 - liaising with class teacher about and helping to implement individual education plans (IEPs).
2. To record observations and summarise the children's achievements in line with EYFS requirements
3. To establish a supportive relationship with the child/ren concerned.
4. To develop methods of promoting/reinforcing the child's self-esteem.
5. To encourage acceptance and inclusion of the child with special needs.

B. Supporting Teaching

1. To assist with teaching groups of children as directed by the class teacher.
2. To participate in cover arrangements for absent staff.
3. To contribute to the maintenance of child/ren's progress records.
4. To assist with any personal or medical needs of the children that may arise.
5. To assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support (IEPs) for child/ren who need learning support.
6. To participate in the evaluation of the support programme.

7. To provide regular feedback about the child/ren to the teacher.
8. To assist with displays, filing, tidying, photocopying and the maintenance of resources.

C. Supporting the School

1. To attend planning and evaluation meetings, staff meetings and relevant in-service training as requested.
2. To participate in the school's appraisal arrangements.
3. To assist in the implementation of the school's policies towards discipline, child protection and health and safety.
4. To be aware of confidentiality in issues of home/pupil/teacher/school work.
5. To communicate with parents with regard to organisational matters at the request of the class teacher.
6. To assist with other classes as and when necessary.
7. To be a member of the staff duty rotas.
8. To participate in and help with any outings or visits the class might undertake.
9. To assist with the efficient running of bus or coach services which may include acting as a bus escort on a regular basis
10. To supervise pupils requiring after school care as and when required.
11. To be prepared to volunteer to assist in any aspect of the pre or post school arrangements.

D. Supporting Child Protection

1. To take personal responsibility in providing a safe environment for children at all times
2. To maintain professional standards and adhere to health and safety requirements, as well as Child Protection/Safeguarding guidelines
3. To actively engage with and promote the School's Safeguarding Children Policy
4. To report any concerns relating to children's welfare to the school's Designated Safeguarding Lead immediately
5. To undertake regular Safeguarding and Child Protection training as instructed

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