



TEACHING ASSISTANT FOR EARLY YEARS

JOB DESCRIPTION

PURPOSE OF THE ROLE

To support and promote children's early education and development under guidance from teachers and Pre-school Lead.

To provide effective care, teaching and learning that enables children to progress and prepares them for school.

To safeguard and promote the health, safety, and welfare of children and to work in partnership with colleagues, parents and carers or other professionals.

Additional information

The post-holder is required to contribute to and support the overall aims, ethos and development plans of the school.

All staff are required to participate in training and other learning activities, as required by the school's policies and practices.

Duties

The jobholder need not fulfil all duties listed below but should have the ability to fulfil all or most of the duties.

- Attend to pupils' personal needs, including social, health, hygiene, first aid and welfare matters
- Prepare classrooms and clear afterwards and assist with the display of pupils' work
- Provide clerical/admin support, e.g. photocopying, word processing, filing, collecting money, record keeping
- Assist with planning where needed, and lead activities, purposeful play opportunities and educational programmes which include the learning and development areas of current early education curriculum requirements.
- Accompany teachers and pupils on out of school activities and take responsibility for a group, under the direction of a teacher
- Liaise with parents and carers, under the direction of a teacher/Pre-school Lead; encourage parents and/or carers to take an active role in the child's play, learning and development.

- Work co-operatively with colleagues and other professionals to meet the needs the children and enable them to progress.
- Carry out and record observational assessment accurately under direction of teachers and Pre-school Lead. Make accurate and productive use of assessments carried out by the team under guidance from teachers and Pre-school Lead
- Discuss children's progress and plan the next stages in their learning with the colleagues, parents and/or carers.
- Model and promote positive behaviours expected of children.
- Understand when a child is in need of additional support.
- Engage in continuing professional development and reflective practice to improve own skills, practice, and subject knowledge (for example, in English or mathematics).
- To cover the class when required during the teacher's absence

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

Job context

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils

Contacts

The jobholder will work and communicate with teachers/support staff, pupils, parents/carers, governors and other professionals, as required.

Physical effort and working environment

The job may involve lifting children after falls or accidents.

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

The accountabilities and responsibilities listed here are neither definitive nor exhaustive. The job description is therefore subject to change to reflect or anticipate changes in the post that may be required to accommodate the needs of the pupils and the school.

The post is classed as having a high degree of contact with children and vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Flamstead End School's pre-employment checks.