



## **Job Description – EYFS Teaching Assistant**

### **Early Years Provision**

- Assist in delivering a high quality Early Years curriculum and range of learning opportunities for all pupils within the setting.
- Assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, to encourage independence, self-motivation and eagerness to learn.
- Have an understanding of the importance of formative assessment, monitor and record children's progress and use this information as a basis for assisting with planning and improving practice and provision both in the indoor and outdoor environment.
- Assist with the domestic management of the setting, ensuring that it is kept safe, secure and clean at all times, and help with the preparation of snacks.
- Attend and contribute to the professional development programme for all teaching staff, including whole school CPD provision.
- Maintain positive working relationships with relevant external professionals.

### **Safeguarding**

- Adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.
- Maintain particular responsibility for promoting and safeguarding the welfare of all our pupils by ensuring that the School's Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely.
- If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school, s/he must report any concerns to the School's safeguarding designated person(s).

### **General**

- Arrive at school sufficiently in advance of the official start time in order to ensure planning and preparation for the day ahead is complete.
- Be prepared, to cover for colleagues in their absence when reasonably required and expect the same in the event of any planned for or unforeseen absence.
- Take a pro-active approach to continuing professional development by maintaining a highly reflective view of their practice, and the practice of others' teaching, and participate in the School's Professional Development Review process.
- Read and follow all School policies relating to the fulfilment of the professional duties expected of a member of the staff.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.

- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Have awareness of the school's educational and behavioural policies for developing pupils.
- Carry out any duties as may be reasonably required.
- To act as First Aider as required.

### **Equalities**

- Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities.
- Clare House is committed to equal opportunities and to safeguarding and promotion of the welfare of children and young people and expects all staff to share this commitment.
- Clare House School has due regard to eliminate discrimination, advance equality of opportunity and foster good relations between all parties.