

## Job Description

<b>Job Title:</b>	Early Years Teaching Assistant/Nursery Worker	<b>School Name:</b>	Charles Dickens Primary School
<b>Grade and Range:</b>	Grade 5 – ScP 15-22	<b>Hours:</b>	35 hours full time / 22.5 hours part time / 15 hours part time
<b>Reports to:</b>	Room Lead and Early Years Coordinator	<b>Working Pattern:</b>	Term time only
		<b>Supervises:</b>	None
<b>Purpose and context:</b>	<p>To be an active member of a professional team, contributing to and supporting the overall development, learning and care of Early Years and infant age pupils. Contributing to the smooth running of the sessions and the maintenance of a safe and stimulating learning environment.</p> <p>To work under the guidance of senior staff and within an agreed system of supervision and to implement agreed work programmes with individuals / groups, in or out of the learning environment. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the Early Years team in the whole planning cycle and the management / preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of senior staff / teachers. The primary focus will be to maintain good order and to keep pupils on task.</p>		

### Principle Accountabilities:

#### SUPPORT FOR PUPILS

- Use specialist (TEEACH/Makaton/PECS / curricular / learning) skills / training / experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom including actively discouraging any form of discrimination.
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities

- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Implement positive behaviour management

### **SUPPORT FOR TEACHERS/SENIOR STAFF**

- Work with the teacher and senior staff members to establish and maintain an appropriate, clean, safe, aesthetically pleasing environment for learning and dining, sharing responsibility for the preparation of these areas, both indoors and out of doors, before pupils arrive, during sessions and at end of day
- Work with the teacher and senior staff in lesson planning, evaluating and adjusting lessons / work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide the teacher with objective and accurate feedback and reports, as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested
- Daily monitoring and evaluating of pupils responses to learning activities through a range of assessment and monitoring strategies
- Maintaining assessment records (and black books) of designated pupils' progress and contributing observations for other pupil records. Accurately record achievement / progress in all areas.
- 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/senior staff within your role / responsibility and participate in feedback sessions / meetings with parents or as directed
- Administer and assess routine screening tests (e.g. phonics screening) and invigilate examinations / tests as required
- Provide general clerical / administrative support, e.g. produce and organise observations and supporting evidence; produce visual aids celebrating learning in addition to any materials required for designated pupils or those of senior staff for supporting learning or activities. Share responsibility for mount and displaying of children's work and achievements
- Under the direction of the teacher/senior staff, monitor designated pupil medical needs information ensuring it is up to date and that medication, first aid kits and consent forms are in date and replenished as required

### **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- Implement local and national learning strategies, e.g. phonics, literacy, numeracy, Early Years Foundation Stage 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

### **SUPPORT FOR THE SCHOOL**

- 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 school

- 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' learning activities out of school hours
- Supervise pupils on visits, trips and out of school activities as required
- Have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures adopted by the Southwark Safeguarding Children's Board as well as the School's safeguarding policy and procedures

<p><b>General Statements</b></p>	<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>▪ declare any conflict of interest that may arise before or during their employment</li> <li>▪ carry out all reasonable duties and responsibilities of the post in accordance with the School's policies and procedures</li> <li>▪ conform to all health and safety requirements and initiatives as appropriate</li> <li>▪ undergo and meet school conditions for a satisfactory enhanced DBS check</li> <li>▪ comply with all equality legislation, policies and procedures; actively promote ways of challenging and eradicating racism, prejudice and discrimination through the School's policies and procedures</li> <li>▪ have due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Southwark Safeguarding Children Board</li> <li>▪ ensure work is in line with the School's Green Commitment Policy goals</li> <li>▪ be aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained</li> <li>▪ treat all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ demonstrate a commitment to good customer care</li> </ul> <p>▪ Any outside activities - either paid or unpaid - must not, in the view of the School, conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business</p> <p>▪ Any other duties of an appropriate level and nature will also be required</p>
<p><b>To contribute as an effective and collaborative member of the School Team</b></p>	<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>▪ participate in training to be able to demonstrate competence</li> <li>▪ participate in first aid training as required</li> <li>▪ participate in the ongoing development, implementation and monitoring of the service plans</li> <li>▪ contribute in meetings and be a supportive member of the school team</li> </ul>

## Person Specification

Please address each of the criteria below when filling in the 'Relevant Knowledge, Experience and Skills' section on the application form. Separate A4 sheets may be added.

<b>Job Title:</b> Early Years Teaching Assistant/Nursery Worker – Level 3 Supporting and Delivering Learning – Grade 5		<b>School Name:</b> Charles Dickens Primary School
		<b>Essential (E) or Desirable (D)</b>
<b>Knowledge/ Qualifications:</b>	At least NVQ 2 in Childcare or equivalent qualification (NVQ 3 desirable)	E
	Training in the relevant strategies, e.g. literacy and/or in particular curriculum or learning area, e.g. phonics, additional languages, sign language, dyslexia, ICT, maths, English, CACHE, etc.	E
	Basic understanding of the principles of child development and learning processes in line with the EYFS development matters.	E
	Effective use of ICT and general technical equipment to support learning	E
	Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation relating to child protection, health and safety, equal opportunities and confidentiality	D
	Working knowledge of national / foundation stage curriculum and other relevant learning programmes / strategies	E
	Appropriate first aid training or willingness to undertake upon appointment	E
<b>Experience:</b>	Experience of working with or caring for children of the relevant age group	E
<b>Aptitudes, skills and competencies:</b>	Very good numeracy / literacy skills; timed literacy and numeracy tests will form part for the selection process.	E
	Good communication skills - both written and spoken	E
	Ability to self-evaluate learning needs and actively seek learning opportunities	E
	Ability to relate well to children and adults	E
	Ability to plan, monitor and assess	E

	Work constructively as part of a team, understanding departmental roles and responsibilities as well as own position within these	E
<b>Special conditions:</b>	Motivated to work with children and young people	E
	Willingness to work both indoors and outdoors throughout the year in varying weather conditions with appropriate understanding of preparedness/precautions required for both self and pupils operating in these conditions.	E
	Ability to form and monitor appropriate relationship and personal boundaries with children and young people	E
	Emotional resilience in working with challenging behaviours	E
	Appropriate attitudes to use of authority and maintaining discipline	E
	May be required to work outside of normal school hours on occasion, with due notice	E
	To undergo an enhanced DBS check – individuals on the ISA barred list should not apply	E
	Willingness to participate in INSET days and attend courses for their own professional development	E