

Job Description

Job Title:	Early Years Teaching Assistant – Level 3
Location:	Caldicotes Primary Academy
Hours of work:	35 hours per week – Monday - Friday
Working Weeks:	Term Time + 5 Professional Development Days
Reports to:	Early Years Team Leader

Purpose of the Role:

- To work under the guidance of the nursery manager, teaching and senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the nursery manager in the whole planning cycle and the management/preparation of resources.
- To also supervise whole classes on an occasional basis
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Support for Children and their Families

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs and child protection plans
- 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
- 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
- Provide feedback to pupils and their families in relation to progress and achievement
- Ensure good hygiene and cleanliness are maintained at all times.

Support for Teachers

- Work with the manager to establish an appropriate learning environment
- Work with the manager 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 objective and accurate feedback and reports as required, to the manager and phase leader on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the manager, contributing to reviews of systems/records as requested
- Accurately record achievement and progress using the school assessment system
- 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 or carers and lead in the feedback sessions or meetings with parents with, or as directed.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Deliver Early Years Foundation Phase curriculum 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 and professionals, in liaison with the nursery manager or early years phase leader , 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
- Supervise pupils on visits, trips and out of school activities as required

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Very good numeracy/literacy skills • NVQ 3 for teaching Assistants or equivalent qualification • Training in the relevant strategies e.g. literacy and/or in particular curriculum or specific learning areas e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, Cache ETC • Appropriate first aid training 	<ul style="list-style-type: none"> • First aid training • Willing to engage in continued professional development
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Working with or caring for children of relevant age. • 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 	<ul style="list-style-type: none"> • Examine systems critically, and suggest ways of improving efficiency.
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> •

	Forward and strategic planning	<ul style="list-style-type: none"> • N/A 	•
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • N/A 	•
	Abilities	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Use of other equipment technology – video, photocopier • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> • Communicate effectively (both orally and in writing) to an appropriate standard • Recognise behaviour giving cause for concern, and inform teaching staff,
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Calm, creative, empathetic, • Organised, patient, resourceful, tolerant. • Flexible and adaptable 	•
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	•

