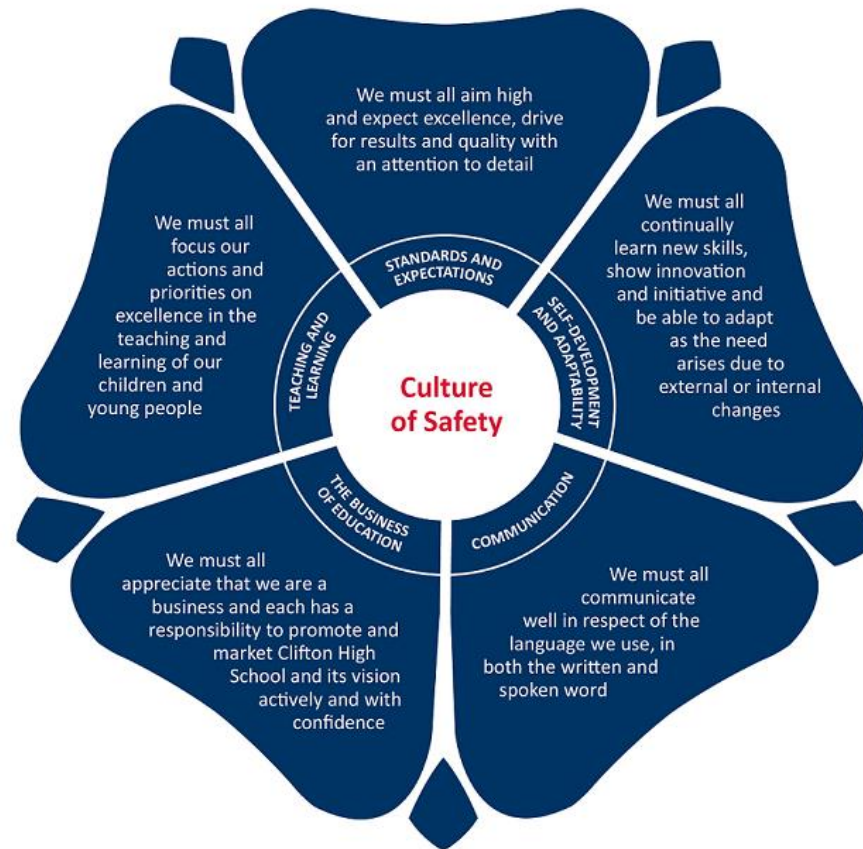


EARLY YEARS EDUCATOR / TEACHING ASSISTANT



INFORMATION



Clifton High School

co-educational nursery school to sixth form

ACCOUNTABILITIES AND DESCRIPTION OF POST

EARLY YEARS EDUCATOR / TEACHING ASSISTANT

JOB TITLE:	EARLY YEARS EDUCATOR / TEACHING ASSISTANT
DEPARTMENT:	NURSERY TO YEAR 2
REPORTS TO:	SENIOR MANAGER - ASSISTANT TO DEPUTY HEAD, NURSERY TO YEAR 2

1.	<p>OVERVIEW</p> <p>The Clifton High School Early Years Educator / Teaching Assistant will have a professional attitude, and strive to maintain very high educational standards. They will have a strong regard for children's safety and wellbeing, always putting the child first. They will provide a high level of support of the education, social and physical needs of the children and have the ability to motivate and inspire. They will promote effective, safe and enjoyable teaching and learning, both indoors and outdoors.</p> <p>SAFEGUARDING AND CULTURE OF SAFETY</p> <p>The Clifton High School Early Years Educator / Teaching Assistant will be committed to safeguarding and promoting the welfare of children and young people, both in and out of the School when in their charge and care. The Early Years Educator / Teaching Assistant will also ensure that any volunteers, visitors and other professionals that are engaged to work with the children are also committed to safeguarding and are fully aware of the School's policies and procedures before commencement of the role.</p>
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2.	<p>TERMS AND CONDITIONS SPECIFIC TO THE ROLE OF THE EARLY YEARS EDUCATOR / TEACHING ASSISTANT AT CLIFTON HIGH SCHOOL</p> <p>The Early Years Educator/ Teaching Assistant will predominantly work term time to include Continuous Professional Development (CPD) days. The hours are 32.5 per week, Monday to Friday (these hours may be subject to variation). Daily start and finish times will be on a rota in the range 8.00am to 4.15pm; flexibility is required in this respect. The Year Group to which the Early Years Educator / Teaching Assistant is assigned can change annually. The post is a one year fixed term and subject to a one year probationary period.</p> <p>Outside of the School term times, the Early Years Educator / Teaching Assistant will be required to participate in six Continuous Professional Development days (CPD). In addition, there are 23 days to be worked outside of term time as the role will involve working in Infant holiday clubs and supporting the teaching and learning of children across the Primary age range. 15 days will be worked annually assisting with holiday clubs on fixed dates and 8 days will be worked as agreed with the Line Manager.</p>
3.	<p>MAIN RESPONSIBILITIES</p> <p>The Early Years Educator / Teaching Assistant will demonstrate high levels of competence in the following areas:</p> <p>Supporting children to learn as effectively as possible:</p> <ul style="list-style-type: none"> • Clarify and explain instructions • Ensure the child is able to use equipment and materials provided • Recognise and respond to children's individual needs • Motivate and encourage the child as required • Assist in a range of areas, including language, Mathematics, handwriting/presentation, reading, and spelling • Help children to concentrate and finish work set • Meet physical needs as required whilst encouraging independence • Assist the class teacher in developing appropriate resources to support the children • Liaise with the class teacher to support the implementation of Individual Education Plans (IEPs) • Work in a supportive relationship with the Class Teacher • Be familiar with the EYFS Development Matters or KS1 curriculum • Be able to resolve conflict following the 'Clifton High School Conflict Resolution Steps' (training will be provided) • Have good knowledge of age-related expectations of children, the main teaching methods and the assessment frameworks in the areas of learning/subjects and age ranges in which you are involved

	<ul style="list-style-type: none"> • Understand the aims, content, teaching strategies and outcomes for lessons/activities in which you are involved • Use ICT to advance children's learning and use common ICT tools for personal and children's benefit • Develop methods of promoting/reinforcing the children's self-esteem • Encourage acceptance and inclusion of children with special needs • Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with the School's behaviour management policies and encourage children to take responsibility for their own behaviour • Have high expectations of all children regardless of their educational needs or aptitude, respecting their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement • Supervise children in and out of class activities such as during break duty, dining room duty, Early Birds duty, Late Room duty • Escort individual children and classes around the School site, for example to lessons or assembly, or to take a child to see the School Nurse • Participate in staff meetings and teacher/teaching assistant meetings as agreed • Support Open Days and other key events in the School Calendar such as Rose Day and the Carol Service • Assist with cleaning up spillages • Be punctual, appropriately attired and a good role model for the children • Agree to any reasonable requests made by the Head of Department <p>Supporting Teaching:</p> <ul style="list-style-type: none"> • Assist with teaching groups of children or individuals as directed by the class teacher • Contribute to the records of evidence of children's progress using Tapestry (EYFS ONLY) • Teach intervention groups under the direction of the class teacher • Assist with any personal or medical needs of the children that may arise • Assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support (IEPs) for children who need learning support • Provide regular feedback about the children to the teacher • Accompany children on off-site activities such school trips, sports activities and Forest School • Support and encourage children during sporting activities such as PE, Gym, Swimming • Support staff in preparation of props and costumes for shows • Assist with displays, filing, tidying, photocopying and the maintenance of resources. • Be a "Champion" of a school development area with colleagues depending upon experience and skill such as Forest School
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	<p>Supporting extracurricular activities:</p> <ul style="list-style-type: none"> • Assist in the running of after school activities • Assist with holiday clubs as directed by the Line Manager <p>Supporting the School:</p> <ul style="list-style-type: none"> • Attend planning meetings, staff meetings and relevant CPD as requested • Participate in the School's Performance Management and Supervision arrangements • Improve own practice through observation, evaluation and discussion with colleagues • Adhere to all Clifton High School policies and procedures • Assist in the implementation of the School's policies towards discipline, child protection and health and safety • Be aware of confidentiality in issues of home/child/teacher/school work • Communicate with parents with regard to organisational matters at the request of the class teacher • Assist with other classes as and when necessary. • Take part in the duty rota on a regular basis and be flexible when the need necessitates • Participate in and help with any outings or visits the class might undertake • Be prepared to volunteer to assist in any aspect of school arrangements commensurate with the level of the role • Be responsible for own self-development on a continuous basis and to source CPD courses relevant to both the School Development Plan and own personal targets set with the Head of Department <p>Communications - Relations with Parents and the wider community</p> <ul style="list-style-type: none"> • Establish effective links with parents • Liaise and work effectively with colleagues • Promote the ethos of Clifton High School in the wider community
<p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.</p>	



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PERSON SPECIFICATION

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REPORTS TO:	SENIOR MANAGER - ASSISTANT TO DEPUTY HEAD, NURSERY TO YEAR 2

Method of assessment	AF = application form and supporting evidence	I = Interview	T = Assignments/ Task/Observed Teaching
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ASPECTS	Essential <i>These are qualities which are essential to the satisfactory performance of the job and without which the applicant cannot be appointed</i>	Desirable <i>These are qualities additional to those described as essential, which may enhance your application. This list is not exhaustive; you may add anything you feel is relevant</i>	Method of assessment
Skills and abilities	<ul style="list-style-type: none">• Demonstrate excellent planning and communications skills, both written and verbal• Demonstrate organisation and communication skills• Ability to encourage and promote inclusion during breaks and lunchtimes	<ul style="list-style-type: none">• Good ICT skills, for example, experience of creating PowerPoints, photo cropping, knowledge of Microsoft Word and use of educational software such as Purple Mash	AF/I/T
Knowledge and experience	<ul style="list-style-type: none">• Excellent knowledge of Year 1 and 2 requirements• Knowledge of reasons for using and implementation of 'Letters and Sounds'	<ul style="list-style-type: none">• Knowledge of a range of issues relevant to education and pupil development• Knowledge of traditional playground games	AF/I/T

	<ul style="list-style-type: none"> • At least two years' experience of working with effectively with children in a day care or education setting • Recent experience of taking responsibility for delivering learning activities with small groups of children 	<ul style="list-style-type: none"> • Experience of working with children within a classroom environment or similar at different key stages or within different departments • Experience of providing learning support as required for children with special needs or where English is not the first language 	
Qualifications and Professional Development	<ul style="list-style-type: none"> • A Level 3 qualification in Early Years (e.g. Level 3 NVQ Teaching Assistant qualification, NNEB, CACHE Diploma in Childcare and Education, BTEC National Diploma in Childcare Studies) • Excellent levels of literacy and numeracy skills, minimum Level 2, ideally with a grade C English Language and Mathematics or equivalent • Evidence of teaching phonetic progression and ability to articulate the sounds in a clear speaking manner 		AF/I/T
Personal competencies and qualities	<ul style="list-style-type: none"> • Commitment to the Safeguarding of our pupils • Excellent interpersonal skills with a warm and positive approach • Willingness to undertake training as required • Ability to work flexibly and prioritise between different demands • Self-motivated, able to use own initiative and possess good team working skills • An interest in the education of children 	<ul style="list-style-type: none"> • A willingness to be fully involved in the wider life of Clifton High School and a willingness to fit in with the ethos of the School • Ability to build good working relationships with a range of colleagues • A sense of humour 	AF/I/T

	<ul style="list-style-type: none"> • Demonstrate the patient and friendly approach necessary for working with these age groups • Flexibility to undertake any other responsibilities as many be reasonably required by the Head of School commensurate with this post 		
Attitudes and Outlook	<ul style="list-style-type: none"> • Boundless energy and vision • Ability to work under pressure and a capacity for hard work • Ability to appreciate the ethos and needs of the School • Positive and proactive approach to continuous improvement 		AF/I/T

April 2017