



# Old Vicarage School

## **JOB DESCRIPTION – TEACHING ASSISTANT (EYFS)**

### **TEACHING ASSISTANTS – JOB DESCRIPTION**

The teaching assistants are required to support and assist the Class Teacher, offering inspiration and stimulation to pupils to support their learning and ensure a high level of creativity and motivation.

The Teaching Assistant will be required to:

1. Support and assist the class teacher.
2. Ensure safeguarding and health & safety procedures are always followed.
3. Always maintain confidentiality.
4. Promote the school's values and ethos.
5. Promote positive behaviour and help children develop self-regulation and independence.
6. Help foster a warm, caring and friendly environment for the children, supporting pupils' social and emotional wellbeing.
7. Encourage language development through conversation and play.
8. Support phonics, early reading, writing, and Maths activities.
9. Provide targeted support for pupils with additional needs.
10. Observe pupils' progress and provide feedback to the teacher.
11. Keep a record of individual pupil progress to assist the class teacher.
12. Set up and put away all classroom toys, equipment and structured play activities.
13. Prepare resources for lessons, under the guidance of the classroom teacher.
14. Mount pupils' work to make bright, attractive and engaging displays.
15. Change classroom wall displays and other displays regularly.
16. Maintain organisation, i.e. labelling of pegs.
17. Keep recreational toys and free-access resources in good order and clean.
18. Attend regular staff and departmental meetings and any necessary training.
19. Attend social functions and school events in support of colleagues.
20. Serve lunch and snacks to Lower School children/Supervise lunch and snack times in the Nursery.
21. Supervise playtimes in the playground /outside play activities.

22. Clean up after any minor accidents/illness.
23. Tend to children when they are unwell.
24. Support in After School Care if additional staff are needed during OVS contracted hours.
25. Any other duties as may be required for the smooth running of the school at the discretion of the Headmistress.

### **TEACHING ASSISTANTS - PERSON SPECIFICATION**

All staff at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work. To fill this post, we are looking for:

#### **Essential**

- Suitable and relevant EYFS Level 3 qualification.
- Level 2 literacy and numeracy qualifications.
- Previous experience of working with children in the EYFS.
- Phonics awareness
- The ability to create a calm and organised classroom environment.
- A high standard of personal presentation.
- A willingness to offer extra-curricular activities after school (Reception class upwards).
- A sense of humour and an optimistic, resilient style when faced with pressure.
- The ability to develop good working relationships with all members of the school community.
- A readiness to wholeheartedly embrace the spirit of our independent prep school.

#### **Desirable experience**

- SEND experience
- Intervention experience
- ELSA trained
- Paediatric First Aid Certificate (training will be given if this is not held)

#### **Child Protection & Safeguarding**

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.