

Job Description

Job Title	Early Years Teaching Assistant
Location	Newington Academy
Weeks	Term Time Only (43,14 weeks)
Hours	19.5 hours per week
Reports to	EYFS Coordinator
Purpose of the role	To provide an efficient and high quality support service to all students at Newington Academy

Responsibilities:

Principal Accountabilities

- To promote the inclusion of all students.
- In liaison with the class teacher to work with students to target identified learning needs.
- To provide practical support in the classroom to students who have recognised learning needs, supporting them to achieve their potential.
- To work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels.

Duties

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.

- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SENCo as required. Assist in the implementation and tracking of student targets.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

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.
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.
6. 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

Job Title: EYFS Teaching Assistant

General heading	Essential Criteria	Desirable Criteria
Experience	Experience of basic administrative and clerical process and procedures	
	Working with young people: <ul style="list-style-type: none">• Working and supporting learners in an educational environment• Experience of effective delivery of specific areas of the curriculum to individuals and in small groups• Knowledge of the key factors affecting the way young people learn• Knowledge of a range of strategies to establish purposeful learning and promote good behaviour• Knowledge of strategies to deal with challenging behaviour• Developed administrative skills including report writing and observations/evaluations	Working with students with social, emotional and behavioural needs Working in students in a non-mainstream classroom setting
	Numeracy – Basic level numerical experience	
	Technology – Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, Outlook, SIMS	
Communication	Written – Ability to record basic information and undertake written tasks as required	
	Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations	

	in a sensitive manner both in person and by telephone	
Working with others	Relationships – Experience of forming appropriate and productive relationships with students, staff and parents	
	Team work – Proven experience of effective team and independent working	Ability to establish and maintain good working relationships with external agencies and partners.
Responsibilities	Confidentiality – Comprehensive understanding of confidentiality issues within a school environment	
	Creativity – Ability to work on own initiative	
General	Equalities – A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work. To understand and support the differences in people.	
	Health & Safety – An understanding of Health and Safety in the workplace and how this applies	
	Continuous Professional Development – Commitment to increasing own learning and development	