



### **Job Description**

<b>Job Title:</b>	<b>Early Years TA</b>
<b>Location:</b>	<b>Hazelwood Academy, Swindon</b>
<b>Hours of work:</b>	<b>32.5 hours per week</b>
<b>Reports to:</b>	<b>Early Years Lead</b>

### **Purpose of the Role:**

Under the direction of the Head, Early Years Lead and Special Education Needs Co-ordinator (SENCo), work as part of a team to promote the emotional, physical and educational development of pupils.

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:**

Under the direction of the classroom teacher or designated supervisor:

#### **Supporting the pupil**

- Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children aged 2-4 years.
- Support pupils in developing effective relationships with peers and adults.
- Help pupils to develop self-reliance and confidence in a range of areas and help them deal with their emotions in a positive way.
- Where appropriate, assist in the delivery of individual education plans

#### **Supporting the teacher**

- Assist with the organisation of the learning environment.
- Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection.
- Liaise effectively with parents/ guardians

#### **Supporting the curriculum**

- Assist in the organisation, delivery and assessment of learning activities across the Early Years Foundation Stage.

#### **Supporting the school**

- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- Assist with the implementation of a behaviour management programme.
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

#### **Supporting the Teaching Assistant**

- Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training.

#### **Contacts and Relationships:**

- Headteacher



- Governors
- Education professionals
- Parents
- Staff
- Pupils

**Creativity and Innovation:**

- Assist in the delivery of learning outcomes.

**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.
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.

**Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

### Person Specification

#### **Job Title: Early Years Teaching Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications</li> <li>• NVQ Level 3 qualification or NNEB qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with nursery aged children</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Work as part of a team</li> <li>• Work with flexibility and independence</li> <li>• A drive to help every child succeed</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	



<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
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