## JOB TITLE: EYFS Teaching Assistant

**REPORTS TO: Class Teacher/ Head Teacher**

## BAND: Thurrock Band 3

**JOB PURPOSE**

To work in partnership with class teachers to support social, emotional, educational and welfare needs of nursery/early years’ children in line with early years’ goals, codes of practice and school policies and procedures.

**KEY CORPORATE ACCOUNTABILITIES**

* To actively promote the Trust’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
* To maintain awareness of and commitment to the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

* Promote positive pupil behaviour in line with school policies and help keep pupils on task
* Interact with, and support pupils, according to individual needs and skills
* Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources.
* Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources
* To assist in planning and evaluation of activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Monitor and record pupil activities, progress and development
* Assist with assessments and IEPs
* To support learning and development by arranging/providing resources for lessons/activities under the direction of the teacher
* Be involved in interviews/induction for new children
* Assist pupils with snack/meal times, including preparation of food, assisting with eating and clearing up as appropriate
* To attend to pupils’ personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid
* Escort pupils to their parents/carers at end of session
* Liaise with other staff and provide information about pupils as appropriate
* To assist with the display and presentation of pupils’ work
* To assist with escorting pupils on educational visits
* To assist with the preparation, maintenance and control of stocks of materials and resources

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ……………………… Date: ……………… Name in full ………………..

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| **General heading** | **Detail** |  |
| **Qualifications & Experience** | Specific qualifications & experience | Successful experience working with children in a school/early years’ environment  Educated to NVQ Level 2 in learning support/early years, equivalent qualification/experience |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School |
| Literacy | At least English GSCE (A-C) level or equivalent |
| Numeracy | At least Maths GSCE (A-C) level or equivalent |
| Technology | Knowledge of basic ICT to support learning |
| **Communication** | Written | Ability to write basic reports |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | Good understanding of the school curriculum  Knowledge of literacy/numeracy strategies |
| Child Development | Good understanding of the general aspect of child development  Ability to assess progress and performance |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school  Understand and value the role of parents and carers in supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information  Ability to follow instructions accurately |
| **Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to support the work of volunteers and other teaching assistants in the classroom |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the roll |