

GLF Schools - Job Description

<b>Job Title</b>	Foundation Stage Teaching Assistant	<b>Job Reference</b>	Wmps/fsta/070917
<b>Location</b>	William Morris Primary School	<b>Travel required</b>	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>To assist in the educational and social development of pupils under the direction and guidance of the class teacher.</li> <li>To provide a stimulating and varied programme of learning &amp; play opportunities.</li> <li>To ensure the safety and well-being of the children.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>Delivering specific parts of the curriculum to groups of pupils and assess and record pupils' progress.</li> <li>To use specialist knowledge and experience to provide appropriate support to pupils in relation to their individual needs, including those with special needs, ensuring their safety and access to learning activities.</li> <li>To assist class teacher with maintaining student records, including observations and assessments.</li> <li>To ensure that any information received concerning the children is kept confidential at all times.</li> <li>To attend and keep abreast of current safeguarding procedures, ensuring you are aware of the reporting process for any protection or welfare concerns that arise.</li> <li>To undertake written and photographic observations of groups and individual children.</li> <li>To assist in the setting up and clearing away of all activities and equipment.</li> <li>To prepare and present displays of pupils' work.</li> <li>To ensure high standards of hygiene and safety are maintained at all times.</li> <li>To attend staff meetings as requested.</li> <li>To attend training as requested.</li> <li>To support the work and beliefs of the EYFS and wider school by helping to create an environment that promotes open and equal opportunities for all children and adults.</li> </ul>			
<b>Other</b>			
<ul style="list-style-type: none"> <li>To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Nursery Teacher and EYFS Lead.</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>Accountable to EYFS Lead.</li> <li>GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</li> </ul>			
<b>Safeguarding</b>			
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>			