<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Teaching Assistant – Level 3</th>
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<tr>
<td>DEPARTMENT</td>
<td>EYFS</td>
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<tr>
<td>REPORTS TO</td>
<td>Head of Pre Prep</td>
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<td>LINE MANAGES</td>
<td>N/A</td>
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**JOB SUMMARY:**
To provide a high level of care and play and educational activities to support the all-round development of the children who attend our Early Years provision.

**KEY TASKS AND RESPONSIBILITIES**

**Pastoral care**
To ensure support for the pastoral care and academic development of children in the EYFS.
To be responsible for:
- Contributing to the recording of all reports and records according to the School’s policies and procedures.
- Following the correct procedure to ensure that the children are collected by person/s authorised to do so by the parents.
- Helping prepare and facilitate a wide range of activities and experiences to promote the interest and development of the children.
- Helping to ensure the setting meets the needs of children and families from all cultures and religious backgrounds.

**Educational activities and play**
Assist in providing a high level of play and educational activities in line with the planning to help promote the individual development of each child.
To be responsible for:
- Contributing to the planning to provide a programme of activities and experiences to promote interest and support development of the children, in line with the EYFS.
- Helping ensure the curriculum is inclusive and caters for the varying needs and developmental stages of each child.
- Supporting the team by carrying out observations with the children you are working with.

**Working with the team**
To work under the guidance of senior staff and with other colleagues to promote good team relationships and to help implement the daily routine.
To be responsible for:
- Fulfilling the role of the Teaching Assistant, preparing developmental records and updating information on the child and family as required.
- Working under the guidance of senior staff, both in your room and in other areas of the EYFS.
- Working as part of a team with your colleagues supporting other staff and sharing information as appropriate.
- Using your initiative and to work in a flexible manner offering help where it is needed in all areas of the EYFS.
- Undertaking other tasks including domestic duties.
- Respecting senior staff and managements decisions at all times, voicing your opinions in an appropriate fashion.
• Ensuring that all visitors are welcomed and supported.

Parental involvement: managing relationships and sharing information
To build strong parent/carer relationships through day to day liaison with parents. To be responsible for attending parents’ evenings, workshops, Parent Association events and staff meetings.

Child welfare
To ensure that the Nursery/Reception and your practise complies with the Early Years Foundation Stage, the welfare requirements and the developmental needs of every child. To be responsible for:
• Ensuring that the children’s welfare is maintained at all times and assist in providing for their health and hygiene needs.
• Helping to provide for the dietary needs of the child ensuring that specific and appropriate diets are available as necessary.
• Maintaining high levels of health and safety standards at all times. Ensuring that all relevant paperwork such as health and safety checklists as directed.
• Gaining an understanding of the Early Years Foundation Stage, Welfare requirements and Development requirements helping to ensure that all statutory regulations are upheld.
• Ensure that confidentiality is maintained at all times and that all information on the child and family is dealt with and stored in a confidential manner, always seeking direction as appropriate.
• Ensuring that all child protection procedures are followed at all times and concerns are reported according to school procedure
• Ensuring that all health and safety concerns are reported to the member of staff responsible for health and safety.

Professional duties
To undertake any other duties deemed necessary that could impact on the working environment and the care of the children. To be responsible for:
• Undertaking other duties as deemed necessary by the management team and work across the whole EYFS as required.
• Attending out of working hours activities as necessary in order to support you, the children, other staff and the school as a whole.
• Attending relevant training as necessary and strive to develop your role.
• Maintain the high profile of the Nursery/Reception and the wider school community at all times and ensure that our mission of providing children with the very best start to help build young live is achieved.

Professional development and appraisal
To be responsible for:
• The need to take responsibility for your own professional development.
• Identifying areas for your own CPD and work alongside your line manager to target areas for own development.
• Undertaking professional duties that may be reasonably assigned by the Headmaster e.g. training courses.
• Taking part in regular appraisals, lesson observations and supervisions.
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<th>SAFEGUARDING:</th>
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<td>• The postholder will be required to submit a Disclosure and Barring Check (DBS).</td>
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<td>• The postholder is responsible for promoting and safeguarding the welfare of all children and young person’s they are responsible for, or come into contact with.</td>
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<th>ST AUBYN'S POLICY AND PROCEDURE</th>
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<td>• The postholder is required to actively follow and abide by all St Aubyn’s policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</td>
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If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

Reviewed MAY18