

## Job description – Early Years Teaching Assistant



Full Description	<p><b>The role</b></p> <p>To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be undertaken in the classroom or outside the main teaching area.</p> <p><b>And Day to Day?</b></p> <p>Support to Pupils:</p> <ul style="list-style-type: none"> <li>• Provide pastoral support to pupils within the school environment</li> <li>• Assist children in matters of personal needs and their general health including first aid, intimate care and welfare matters</li> <li>• Provide structured support in accordance with specific work programmes designed and supervised by individual teachers</li> <li>• To contribute to raising standards by ensuring high expectations are promoted for pupils</li> <li>• Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans</li> <li>• Provide general support to pupils, ensuring their safety, by complying with good H&amp;S practice</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> </ul> <p>Support to Teacher:</p> <ul style="list-style-type: none"> <li>• Provide structured support in accordance with specific work programmes designed and supervised by individual teachers</li> <li>• Support the teacher in the development and implementation of Individual Education/Behaviour Plans</li> <li>• Assist in maintaining classroom behaviour management</li> <li>• Provide support to pupils to achieve learning goals, e.g. guided reading</li> <li>• Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher</li> </ul>
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	<ul style="list-style-type: none"> <li>• Assist the teacher with the planning of learning activities</li> <li>• Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed</li> <li>• Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher</li> <li>• Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li> <li>• Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.</li> </ul> <p>Support to Curriculum:</p> <ul style="list-style-type: none"> <li>• To provide support in literacy/numeracy/SEND strategies</li> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li> <li>• Contribute to curriculum planning, evaluation and implementation</li> <li>• Contribute to the development, preparation and dissemination of appropriate materials</li> </ul> <p>Safeguarding:</p> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include;</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and;</li> <li>• Attitudes to use of authority and maintaining discipline.</li> </ul> <p>Support to School:</p> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be supportive of the Catholic ethos of the school</li> <li>• Be aware of, support and ensure equal opportunities for all</li> </ul>
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	<ul style="list-style-type: none"> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with pupil needs as appropriate during the school day</li> </ul>
Short Description	<p>To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be undertaken in the classroom or outside the main teaching area.</p> <p>This role will also include working with children and engaging them in lunchtime activities and supporting children with activities in after school wrap around care.</p>