

Nursery Teaching Assistant – JOB DESCRIPTION

Position: Teaching Assistant

Role: To aid the teaching staff in the preparation of activities, supporting the children (both in an educational and pastoral capacity) and monitoring children's development.

Timings: 8am- 4pm Mon-Fri (Term Time Only – 35 weeks plus 20 days paid annual leave plus public holidays)

Salary: £14,000 - £16,000 (Depending on experience and qualifications)

Accountable to: Head of EYFS

Duties and Responsibilities:

Supporting the children by:

1. Undertaking activities with individuals, groups or a class of children in order to facilitate their physical, emotional and educational development within a safe environment usually under the supervision of a teacher.
2. Working to establish a supportive relationship with the children and their parents in order to facilitate effective communication and partnership between school and home.
3. Carrying out pre-determined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the children's understanding.
4. Encouraging acceptance and inclusion of a child with special educational needs to support achievement and development.
5. Promoting and reinforcing the children's self-esteem and encourage the children to maximise their achievement and development.

Supporting the teacher by:

1. Attending planning meetings and under the overall direction and guidance of the teacher, contribute to the short, medium and long term planning and preparation of lessons.
2. Preparing and delivering lessons/activities, under the direction of the teacher, including covering for teacher absence and delivery specific interventions to pupils.
3. Monitoring, evaluating and providing teachers with feedback on pupils' participation and progress.
4. Contributing to the maintenance of pupil's records.
5. Supporting teachers in selecting and preparing teaching resources that meet the pupils' needs and interests.
6. Monitoring, assessing and recording pupils' progress as directed by the teacher.
7. Creating and putting up displays of children's work, pictures and educational resources.

8. Supporting, advising and learning from other teaching assistants.

Supporting the school by:

1. Taking responsibility for securing the maintenance of specific equipment in school and to have responsibility for specific aspects of health and safety.
2. Having skills which can be utilised in class such as gardening, drama, craft etc.
3. Being aware of the school's policies and procedures in order to follow them effectively.
4. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
5. Assisting with out of school activities such as trips, open days, school performances etc.
6. Contributing to behaviour management of pupils in accordance with the school policy and guidance.
7. Attending staff meetings and school inset days as required by the Head Teacher.