



Teaching Assistant

Job Description

'Striving to be the best version of ourselves every day'

Reports To:	EYFS Leader
Leads and Manages:	NA
Salary and Hours:	KR3 – 30 hours per week

Key Tasks and Responsibilities:

Under the guidance of the EYFS Leader, the Teaching Assistant will be required to support and develop the learning of children within the Early Years setting. You are responsible for working with the EYFS team to safeguard our children and follow school policy and procedure.

Main Responsibilities

- To ensure all children are safeguarded within your care and know and understand systems of reporting concerns.
- Supervise and provide learning support for pupils with or without special needs.
- Assist with the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Encourage pupils to interact with the class and engage in activities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise.
- Create and maintain an orderly and supportive environment, undertaking administrative tasks as needed.
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use.
- Prepare resources required for learning activities and assist pupils in their use.
- Uphold policies and procedures relating to child protection and data protection.
- Supervise pupils before school, after school and on school trips.
- Establish respectful and trusting relationships with colleagues.
- Developing the learning environment to reflect the Curriculum/EYFS Framework.
- To be flexible and understand the demands of working in a school environment.
- To be prepared to develop subject knowledge and pedagogical knowledge and engage with ongoing CPD.

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Person Specification



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	Essential	Desirable
Qualifications	Good numeracy and literacy skills / GCSE (or equivalent) in Maths and English.	NVQ in Childcare/TA.
Training		Any NVQ Course or equivalent.
Experience	Previous work in a school/nursery/educational setting.	Already a Teaching Assistant. Experience of working within EYFS.
Knowledge & Skills	ICT literate and able to use software to record.	Knowledge and understanding of the EYFS Framework.
Personal Qualities	Organised Dedicated Resilient Good time management A good sense of humour!	