



EASTCHURCH PRIMARY SCHOOL EYFS TEACHING ASSISTANT

JOB DESCRIPTION

Grade: Aquila Pay Level B

Responsible to: Class Teacher

Primary Purpose of the role

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
- Lead and supervise the activities of individuals or groups of children within the classroom and outside learning environments
- To assist in the provision of a high standard of care for children in the Early Year Foundation Stage in a way that meets their physical, social, emotional, intellectual and developmental needs and in addition meets the School's inclusive values

Main Duties and Responsibilities

- Under the instruction/guidance of a teacher support pupils within the school, including those who are identified as Pupil Premium, CiC, SEND, More Able, EAL or in any other vulnerable group
- Follow the school's Behaviour Policy and any Individual Behaviour Plans
- Assist pupils in the use of resources.
- Maintain pupil's interests and motivation
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing
- Support individuals and groups with work assigned by the teacher in raising core skills

- To be aware of pupil's individuality, achievements, progress and report or record as agreed with class teacher
- Establish a constructive relationship with pupils and interact with them according to individual needs
- Provide feedback to pupils and parents in relation to progress and achievement under the guidance of a teacher
- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities
- Make a contribution to organising safe and secure learning environments in which children have the opportunity to interact and explore
- Contribute information to pupil records (e.g. assessment information)
- Build effective partnerships with parents
- Monitor pupil's responses to learning activities and record achievement/progress as directed
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos and aims of the team and school and attend and participate in relevant meetings as required
- Supervise and support pupils during lunchtime (TA lunch will be allocated before or after the duty)
- Ensure meal/snack times are a time of pleasant social sharing
- Carry out break duties and other supervisory roles as required
- Support the school by attending off site trips as required
- Design and create displays
- Adhere to school policies and any school-specific procedures / rules that apply to this role.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Deputy Headteacher or Headteacher.

EASTCHURCH PRIMARY SCHOOL EYFS TEACHING ASSISTANT PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<i>Factors</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment Method</i>
Qualifications	Good standard of secondary education TA specific qualification equivalent to NVQ Level 2	GCSE grade C or above in Maths and English or equivalent TA specific qualification equivalent to NVQ Level 3	Application form
Training		Paediatric First Aid (Training can be provided)	Application form
Experience	Previous experience of working with children within an EYFS setting		Application form & reference
Skills & Abilities	Ability to work and communicate with children. Knowledge of Early Years Framework Good behaviour management skills Confident user of a range of IT applications Good written communication and organisational skills.		Application form, reference & selection event
Personal Qualities	Highly developed interpersonal skills and ability to establish good working relationships with pupils, staff and parents. Regard for confidentiality & sensitive nature of work. Ability to work on own initiative or as part of a team, covering other staff if needed. Willingness to constructively challenge the work of self and others to continually improve own and team performance. An understanding of child protection and safeguarding in relation to children and adults in educational establishments	Understanding of promoting positive relationships with the wider school community	Application form, reference & interview