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Job Description and Person Specification

Early Years Teaching Assistant

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| **Grade:** | **Kent Range 3 (FTE £19,293)** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

To support teaching and learning in a Nursery environment, providing general and specific assistance to pupils under the direction and guidance of the Early Years Lead

**Key duties and responsibilities:**

1. Take responsibility for planning the weeks learning for the Nursery
2. Work with individuals or small groups of pupils in the Nursery.
3. Support pupils to understand instructions and encourage child-initiated learning
4. Support the Early Years Lead in behaviour management and keeping pupils on task.
5. Support pupils in social and emotional well-being, reporting problems as appropriate.
6. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Record pupil data on O’Track
2. Support children’s learning through play.
3. Assist with break-time supervision
4. Assist with escorting pupils on educational visits.
5. Support pupils in using ICT
6. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
7. Ensure health and safety, including duty of care
8. Reporting any safeguarding concerns via the correct channels

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.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Level 2 or 3 Nursery Qualified Practitioner with proficient practical skills
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| **EXPERIENCE** | * Previous experienced of working with children.
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| **SKILLS AND ABILITIES** | * Numeracy and literacy skills.
* Basic IT skills.
* Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly
* Good influencing skills to encourage pupils to interact with others and be socially responsible
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| **KNOWLEDGE** | * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
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