

## **Job Description – Early Years / Key Stage 1 Teaching Assistant (Full Time)**

**Job Title:** Teaching Assistant for Early Years / Key Stage 1  
**Responsible to:** Head of Pre-Prep

### **RESPONSIBILITIES:**

- To work as a Teaching Assistant within Early Years and/or Key Stage 1
- To support and compliment the role of the class teacher by assisting with classroom preparation, display areas and general administrative tasks
- To support and enhance pupils learning by supporting individual pupils and small groups as directed
- To observe and keep records on the individual pupil's progress and performance as required, including on-line Learning journals
- To communicate concerns, observations and feedback confidentially to relevant staff
- To attend to personal and social needs of children
- To ensure children's health and safety, and welfare at all times
- To accompany children on outings, including educational visits
- To support the aims, ethos and policies of the school
- To maintain effective and professional working relationships with children, colleagues and parents to further the children's learning and development
- To attend regular departmental meetings, full staff meetings and staff training sessions including Alpha Plus Forums
- To undertake other similar responsibilities or activities as reasonably required

### **EXPERIENCE REQUIRED:**

#### **Qualifications –**

- Relevant NNEB, CACHE level 3, NVQ level 3 or equivalent qualifications
- Have English and Maths GCSE Grade C or above, or equivalent
- Possess a relevant Paediatric First Aid qualification or be willing to gain such a qualification (training provided)

#### **Experience –**

- Experience working in a similar role within Early Years and/or Key Stage 1
- Experience of classroom support including supporting pupil engagement
- Experience of managing relationships with parents and carers

#### **Skills –**

- Have a positive, enthusiastic approach with an energy and passion for working with young children.

- Be an excellent communicator who maintains positive relationships with pupils, staff and parents.
- Have a strong desire to work as a part of a team collaboratively, ensuring continuity.
- Be flexible, embracing new ideas and have a pro-active approach.
- Have determination and drive to ensure that every pupil fulfils their potential.
- Have good interpersonal and organisational skills.
- Competent IT skills

### **Knowledge –**

- Have an excellent knowledge and understanding of the Early Years Foundation Stage, including the development of outside learning and continuous provision.
- Have a good understanding of how to employ the use of the ‘Characteristics of Effective learning’ to support every child’s learning and development.

### **Personal Competencies & Qualities –**

- A strong commitment to effective learning and teaching
- Determination to ensure that every pupil fulfils their potential at whatever level
- To be prepared to enter fully and whole-heartedly into the life of the school
- To understand the importance of providing equal opportunities with regard to the religious persuasion, racial origins, gender, disabilities, cultural or linguistic background of all children

### **SAFEGUARDING:**

APG is committed to safeguarding and promoting the welfare of children and young people and, as an employee of APG, you are expected to share this commitment. The protection of our students’ welfare is the responsibility of all staff within the APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safety Officer, DSO or the Head.

### **JOB DESCRIPTION AGREEMENT**

Job Holder’s signature:

Date:

Headmaster’s signature:

Date:

*Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.*