

Job Description

Teaching Assistant EYFS

Grade: Kent Range 3

Hours: 30 hours per week

Weeks: 38 weeks

Reporting to: SENCO

Working hours: 8:45am – 3:15pm Mon-Fri with 30 mins for lunch

Based at: Milstead & Frinsted CEP Primary School

Purpose of the Job:

To assist in promoting the learning, personal and social emotional development of the pupils within your care, enabling them to make the best use of the educational opportunities made available to them. To assist the class teacher in the general day-to-day duties as required. To have an understanding of and adhere to the School Vision and Christian Values.

Key duties and responsibilities:

1	<p>To aid the pupil to learn as effectively as possible both in group situations and during individual input for example by;</p> <ul style="list-style-type: none"> ❖ Clarifying and explaining instructions ❖ Ensuring that all pupils are able to use equipment and materials appropriately ❖ Motivating and encouraging all pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to individual pupils needs and any appropriate intervention activities as directed by the class teacher/SENCO. ❖ Assisting with areas of need such as speech and language, reading, handwriting etc. ❖ Implementing support and additional interventions within the child’s individual provision plan ❖ Using praise, commentary and assistance to encourage pupils to concentrate and stay on task ❖ Liaising with the class teacher, SENCO and other professionals as appropriate ❖ Consistently and effectively implementing agreed behaviour management strategies and behaviour plans as appropriate. ❖ Contributing to meetings regarding individual pupil’s progress and supporting them to meet their needs ❖ Consistently and effectively implementing agreed behaviour management strategies and behaviour plans as appropriate ❖ Helping to make appropriate resources to support the pupil
2	To establish supportive relationships with the pupil and their parents
3	To promote the acceptance and inclusion of the pupil with SEND encouraging pupils to interact with each other and in an appropriate and acceptable manner
4	To keep effective records and monitor the progress of the individual, where appropriate modify or adapt the activities as agreed with the class teacher/SENCO to achieve the intended learning outcomes

5	To implement interventions as advised by class teacher/SENCO/outside agencies and maintain effective records demonstrating the progress made
6	To provide regular feedback on all pupil's learning and behaviour to the class teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
7	To give positive encouragement, feedback and praise to reinforce and ascertain the pupil's efforts and develop self-reliance and self-esteem
8	To mark pupils work under the direction of the class teacher
9	To support the pupils in developing social skills both in and out of the classroom
10	To support the use of ICT in learning activities and with specific programs to support learning (for example Clicker 8)
11	To implement additional interventions as advised by SENCO/outside agencies and where appropriate to develop new skills with unknown interventions
12	Under the direction of the SENCO/class teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which judgements can be made about stages of development and next steps
13	To know, understand and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
14	To assist with the general organisation within the classroom and general administration where applicable
15	To assist with the general welfare of the children in the whole school including first aid
16	If appropriate, to contribute to the planning and preparation of activities under the guidance of the class teacher NB: If appropriate, additional time to plan should be discussed and agreed by the class teacher
17	Under the guidance of the class teacher assist with teaching and assessment, including induction and baseline procedures where appropriate
18	Where appropriate, to develop a relationship to foster links between home and school and to keep the school informed of any relevant information
19	To be aware of confidential issues linked to home/pupil/teacher/school
20	To contribute towards reviews of pupil progress as appropriate
21	To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others within the learning environment
22	To take part in, and if appropriate request training activities offered by the school to further knowledge and skills, particularly relevant to specific difficulties of the children you support
23	To engage in outdoor learning opportunities including play and lunch times as directed by class teacher
24	To accompany pupils/teacher on educational visits
25	To supervise the whole class when the class teacher is not present as agreed by the Headteacher
26	On occasions to take responsibility for a different class when the teacher is not present

OCMAT is committed to safeguarding and promoting the welfare of children. **This role is subject to an enhanced DBS check.**

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

Teaching Assistant

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

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

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Evidence of maths and English qualifications 	<ul style="list-style-type: none"> Level 1 or 2 Diploma (or equivalent) with proficient practical skills. Team Teach training Paediatric First Aid
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of working with children. 	<ul style="list-style-type: none"> Experience of supporting pupils academic progress and wellbeing
SKILLS AND ABILITIES	<ul style="list-style-type: none"> 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. Excellent communication skills with both adults and children 	<ul style="list-style-type: none"> Ability to use / willingness to learn a range of IT software and hardware e.g. Interactive Whiteboards, Management Information Systems Able to recognise when learning is maximised and how the adult role can enhance this
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. 	<ul style="list-style-type: none"> Understanding of the requirements of the National Curriculum for EY and KS1
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Professional conduct at all times and with all staff, pupils, other professionals, visitors etc. Able to maintain confidentiality Flexible and responsive to change Calm under pressure Self-motivated and pro-active Appropriate levels of personal presentation Good sense of humour Diplomatic and resourceful Positive/can do approach 	

	<ul style="list-style-type: none"> • Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community 	
VALUES	<ul style="list-style-type: none"> • Commitment to school’s aims and values • Commitment to continuous personal development • Honest and reliable, displays integrity and commitment to the Trust • Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family 	