



SHEERNESS WEST FEDERATION

JOB DESCRIPTION

JOB TITLE:	EARLY YEARS TEACHING ASSISTANT
REPORTING TO:	EARLY YEARS LEAD TEACHER / DEPUTY HEAD OF SCHOOL
GRADE:	KR3
HOURS/WEEKS:	32 HOURS PER WEEK / 39 WEEKS PER YEAR
SITE:	WEST MINSTER PRIMARY SCHOOL

JOB SUMMARY

To educate pupils under the guidance of a Teacher, Early Years Lead Teacher and the Deputy Head of School.

To assist in the maintaining of the well-being of pupils whilst at play, by supporting teachers in playground supervision.

MAIN DUTIES AND RESPONSIBILITIES

Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.

Assist the class teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.

Provide clerical/admin support and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. As directed in order to support the class teacher deliver the specific learning programmes set for each child.

Be aware of and comply with policies and procedures relating to child protection health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

Undertaken training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

The Early Years Teaching Assistant will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in planning, monitoring, assessment and class management. Teaching Assistants would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

**PERSON SPECIFICATION
EARLY YEARS TEACHING ASSISTANT**

	ESSENTIAL	DESIRABLE
QUALIFICATION	Good basic education with competency in literacy and numeracy.	Willingness to undertake further training. Recognised qualification in child care.
EXPERIENCE	Previous experience of working with children and families in the public, private or voluntary sector.	
SKILLS AND ABILITIES	Excellent communication, listening and observation skills. Ability to handle confidential information. Organisational abilities and accurate record keeping skills. Good interpersonal and collaborative skills. Trustworthy, reliable, punctual, ability to work independently and as part of a team.	
KNOWLEDGE	Equal Opportunities and Racial Equality.	Knowledge of local national and school policies for literacy, numeracy, behaviour management and ICT including virus controls and access to the Internet. Resources to help pupils to develop their literacy and numeracy skills.