



## NEWINGTON COMMUNITY PRIMARY SCHOOL

# Job Description for the post of Early Years Assistant

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### Job details:

**Job title:** Early Years Assistant

**Salary:** KR3 (pro-rata)

**Hours:** 32.5 hours per week, term-time only

**Contract type:** Permanent

**Reporting to:** KS Leader

### Main Purpose:

To provide a safe, nurturing environment for young children by supervising activities, assisting with learning, ensuring hygiene, and maintaining records of development. Key duties include supporting children's social and educational growth, working with colleagues and parents, and following school policies and legislation, such as the Early Years Foundation Stage (EYFS).

### Duties and responsibilities:

- Childcare and Support: Provide daily care for children, including feeding, changing nappies, and assisting with personal needs.
- Learning and Development: Help children learn language and numeracy skills through play, storytelling, and organized activities.
- Activity Planning: Contribute to the planning and delivery of stimulating and educational activities, including arts and crafts, music, and cooking.
- Environment Management: Maintain a clean, orderly, and safe indoor and outdoor learning environment.
- Record Keeping: Observe children's progress, record developmental milestones, and maintain personal files or 'Learning Journeys' for tracking and sharing with parents.
- Parental Partnership: Build constructive relationships with parents and carers, sharing information and encouraging their involvement in their child's learning.
- Safety and Hygiene: Ensure high standards of health, safety, and personal food hygiene, adhering to nursery policies and procedures.
- Teamwork: Work cooperatively with other nursery staff, contribute to discussions on best practices, and support the overall nursery team.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Support class teachers to ensure all pupils show the 'Newington Way', demonstrating our Core Values of Morality, Curiosity, Grit, Zest, Collaboration, Versatility and Respect, and managing behaviour effectively to ensure a good and safe learning environment
- Undertake any other relevant duties given by the class teacher

### **Working with others**

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers and other relevant professionals within and beyond the school
- Understand their responsibility to share knowledge to inform planning and decision making
- Develop effective professional relationships with colleagues

### **Knowledge and Understanding**

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Take opportunities to acquire the appropriate skills, qualifications and/or experience required for the Teaching Assistant role, with support from the school
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role

### **Personal and professional conduct**

- Proper and professional regard for the ethos, policies and practices of the school
- Demonstrates positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Have high regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practices
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity
- Commitment to improving practice through self-evaluation and awareness
- Follow school policies and the staff code of conduct

### **Whole- school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- To maintain the highest standards of confidentiality at all times

### **Other areas of responsibility**

- To supervise pupils during the mealtime period
- Any other task – as requested by the Headteacher and which shall be deemed to fall within the general boundaries of the post

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager and may be amended from time to time, without changing the level of responsibility associated with the post or grade.