

Steephill School

Job Description – EYFS Teaching Assistant

PERSONAL SPECIFICATIONS

Essential

- Good numeracy and literacy skills.
- Level 3 Teaching Assistant qualification
- An empathy with the ethos and philosophy of Steephill School.
- Knowledge of basic first aid.
- Ability to use basic technology – photocopier, video recorder, computer.
- Ability to work constructively as part of a team.
- Ability to relate well to adults and children
- Ability to respond sensitively and flexibly to competing demands from pupils.
- Committed to equality of opportunity.
- Ability to cope with personal hygiene needs and respond sensitively to pupils needs.

Desirable

- Certificate in paediatric first aid.
- Experience of working within Early Years.
- Participate in training and development activities.
- Artistic ability.

JOB DESCRIPTION

The teaching assistant (TA) is responsible directly to the Class Teacher in the first instance. Where other teachers take the class, they are responsible to them.

The duties are outlined as follows:

Teaching and learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head, SENCO and Class Teachers.
- Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist class teachers with maintaining pupil records.

- Support pupils with emotional or behavioural problems and help develop their social skills.

Administrative duties

- Prepare and present displays of pupils' work.
- Support class teachers in photocopying and other tasks in order to support teaching.
- Undertake other duties from time to time as the Head requires.

Standards and quality assurance

- Support the aims and ethos of the school as represented in the Staff handbook.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Head e.g to undertake similar work in and around the School.
- Be proactive in matters relating to health and safety.
- Be familiar with the Staff handbook and all the policies and procedures relevant to their work.
- Treat all School business as confidential.

Other duties and responsibilities

- Attend all INSET days.
- Attend class/school day trips away from the school site.
- The Head may ask the post-holder to perform other duties from time to time.