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| Job Title | Associate Teacher (Teaching Assistant) – Term time only |
| Salary and Hours | KR3 F/T 32.5 hours 8:30a.m. to 3:30p.m. with ½ hour lunch break |
| Reports to | Class Teacher & Nursery Manager, EY’s SENCO, Senior leadership and Headteacher |
| Works with | Teaching staff, Support Staff, Headteacher, Pupils, Parents |
| Job Purpose | To work in partnership with class teachers to support learning in line with the EYFS, primary national curriculum, codes of practice and School policies and procedures.  (Subject to year group allocation) |
| Duties | • Establish positive relationships with pupils, parents and staff  • Support pupils with activities which develop all areas of the Early Years Foundation Stage Framework  • Support the use of learning resources in the classroom and develop pupils’ competence and independence in their use  • Promote positive pupil behaviour in line with School policies and help keep pupils on task  • Interact with, and support pupils, according to individual needs and skills  • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources  • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour  • Monitor and record pupil activities as appropriate writing records and reports as required using Tapestry  • Provide feedback to pupils in relation to successes and progress under the guidance of the teacher  • Support learning by arranging/providing resources for child initiated and adult led activities under the direction of the teacher and Nursery Manager  • Attend to pupils’ personal needs including help with social, welfare and health matters, including minor first aid and self-care skills  • Assist with the preparation, maintenance and control of stocks of materials and resources   * Act in accordance with the school’s safeguarding procedures when reporting concerns * Assist with the development and implementation of individualised programs, e.g. Education & Health Care Plan (EHCP)   • Liaise with other staff and provide information about pupils as appropriate  • Assist with the display and presentation of pupils’ learning and development  • To supervise pupils and facilitate child initiated play, structured games and activities for limited and specified periods including lunch times  • Assist with escorting pupils on local educational visits  • Undertake EYFS lunchtime duties on a contracted regular basis   * Supervise/lead Nursery alongside other Assistant Teacher’s during planned learning activities in the absence of the teacher |
| Wider responsibilities | * Understand and apply School policies in relation to health, safety and welfare * Attend relevant training and take responsibility for own development * Attend relevant School meetings as required * Respect confidentiality at all times * Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * Comply with individual responsibilities, in accordance with the role, for health & safety and Safeguarding in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy |

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.***