

An experienced Teaching Assistant required in EYFS on a fixed term contract to cover a maternity leave.

Start date 23rd April 2019.

Grade D

24 hours week (Monday-Thursday all day and Friday morning).

(Closing date for applications 9 a.m. Monday 11th February)

Teaching Assistant Job Description

Job Title: Teaching Assistant (EYFS)

Responsible to: Class Teacher/SLT/Head Teacher/SENco

Job Purpose

- To undertake work/care/support programmes to enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- To work under the guidance of class teacher to support the delivery of good quality EYFS provision, learning and teaching and to help raise standards of achievement for all pupils.

Duties and Responsibilities – Support for Pupils

- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of pupils within the class,
- To supervise and provide particular support for pupils, including individual and group work, ensuring their safety and access to learning opportunities.
- Support pupils in their learning through:
 - clarifying and explaining instructions;
 - ensuring pupils are able to use equipment and materials provided;
 - assist pupils in specific areas of difficulty e.g. language, behaviour, social skills, reading, handwriting and presentation;
 - help pupils to maintain focus on tasks;
 - assist with the development, implementation and review of education and behaviour plans (My Plan, My Plan +);
 - develop appropriate resources to support pupils;
 - provide support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.

- To set challenging expectations and promote self-esteem and independence,
- To provide feedback to pupils in relations to progress and achievement under the guidance of the teacher.
- Support their learning through play

Duties and Responsibilities – Support for the Teacher

- Assist the class teacher in the development of planning a suitable programme of support for pupils in line with EYFS guidance.
- Monitor pupil's responses to learning activities and accurately record achievement as directed e.g . using tapestry
- To help observe and assess the pupils progress in the EYFS
- Provide detailed and regular feedback about the pupils to the teacher.
- Participate in the evaluation of support programmes.
- Promote good behaviour, dealing promptly with conflicts and incidents in line with the school policy, and encourage children to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Support class teacher in photocopying, developing displays and any other tasks in order to support teaching.

Duties and Responsibilities – Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake intervention programmes linked to pupils' needs
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Duties and Responsibilities – Support for the School

- Be aware of and comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Where appropriate develop relationships to foster links between home and school.

Ellwood Primary School

- Liaise, advise and consult with other members of the staff team supporting pupils as appropriate.
- Set a good example in terms of dress, punctuality and attendance.
- Prepare and present displays of children's work as required.
- Undertake duties from time to time as required by the Head Teacher.