



## Job Description & Person Specification

<b>Job Title:</b>	EYFS Teaching Assistant based at West Road Primary Academy
<b>Band:</b>	5 (Points 4-6)
<b>Responsible to:</b>	EYFS Lead

### Post Description

- To complement the professional work of teachers within the appropriate department by taking responsibility for agreed learning activities under an agreed system of supervision.
- To advance pupils' learning in a range of classroom settings, including working with individuals and small groups
- To undertake work/care/support programmes to enable access to learning for pupils.

### Main Duties and Responsibilities

#### General Responsibilities:

- Be committed to safeguarding and promoting the welfare of children and young people within the school
- Act in a loyal and professional manner around the school and to contribute to the overall ethos/work/aims
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Take responsibility of the preparation and implementation of activities involving groups of children involved in the following: creative work, music, story telling and book sharing, mathematical activities, poetry, outdoor play, construction, socio-dramatic play, sand and water play, cookery, scientific activities, the care of pets and any other aspects of the foundation curriculum planned with or directed by the teacher/headteacher
- Guide and assist each child using knowledge of the EYFS curriculum/child development and individual abilities
- Supervise and control groups of children during school visits to pursue the interest they generate
- Support the school policy in partnership with parents/carers and to report to them on their child's progress and development
- Assist the teacher with the observation and assessment of children and the keeping of appropriate records on all aspects of progress
- Aware of and support difference and ensure equal opportunities for all
- Contribute to reports, written or verbal, as deemed necessary by the EYFS Lead
- Attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development
- Assist with the supervision of pupils out of lesson times, including before and after school and at break or lunchtime, e.g. clubs, extra-curricular activities

- Play a full part in supporting with the planning and maintenance of high-quality provision in the Foundations Stage unit
- Assist with the preparation, construction, collection and care of materials and equipment for use in the foundation area and ensuring adequate and safe storage
- Be involved in staff meetings
- Take part in professional training
- To be a first aider in school.

### **Specific Responsibilities:**

#### **Support for Pupils**

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support the implementation of Education Health care plans and SEND Support plans
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Use specialist skills/training/experience to support pupils
- Support the supervision of pupils excluded from, or otherwise not working to, a normal timetable
- Challenge and motivate pupils, promote and reinforce self-esteem.

#### **Support for the Teacher**

- Support appropriate learning environment and resources
- Within an agreed system of supervision, deliver challenging teaching and learning objectives and adjust lessons/work plans as appropriate
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Support the recording of progress and achievement in lessons/activities
- Contribute to the implementation of appropriate behaviour management strategies
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Invigilate exams/tests related to the specialist subject as required
- Adaptation of lesson resources as required
- Support the maintenance of purposeful, orderly and productive working environment
- Promote the health and safety and good behaviour of pupils at all times
- Support pupils' access to learning using appropriate strategies, resources, etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate pupils' responses and progress against action plans through observation

- Supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Support constructive relationships with parents/carers, exchanging information, facilitating their support for their child.

### **Support for the Curriculum**

- Deliver learning activities and national learning strategies to pupils within agreed system of supervision in specialist area and adjusting activities according to pupil responses/needs
- Select and adapt resources necessary to support learning activities, taking account of pupils' interests and language and cultural backgrounds
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs.

### **Essential and Desirable Requirements**

#### **Experience:**

##### **Essential**

- Previous experience of working with children.

##### **Desirable**

- Experience of ICT to support learning.
- Previous experience of working a EYFS environment
- Previous experience with children with special needs
- Knowledge and experience of delivering phonics.

#### **Qualifications:**

##### **Essential**

- Numerate GCSE (A-C, including maths and English) or equivalent
- Literate GCSE (A-C, including maths and English) or equivalent
- Willingness and ability to obtain and/or enhance qualification and training for development in the post as and when appropriate.

##### **Desirable**

- First aid certificate
- At least 3 GCSE's
- Qualification in Child Development.

##### **Evidence**

- Application Form
- Certificates.

## **Knowledge/Skills:**

### **Essential**

- Excellent written and verbal communication skills
- Issues relating to the safeguarding and welfare of children.
- Excellent communication and listening skills
- Confidence in working with standard computer packages (word processing, email and spreadsheets) and supporting students in the use of ICT
- As a keyworker, you will ensure every individual child's needs are met, including supporting parents/carers with any SEND needs
- Attend parents' evening, recruitment/open day events and relevant training sessions
- Build close relationships with parents/carers and report daily on their child's time in EYFS
- Take ownership of the observations for children in line with EYFS and provide developmentally challenging next steps
- Ability to prioritise and manage own workload to meet appropriate deadlines
- Efficient and effective organisational skills
- Ability to relate to children in a pleasant and sympathetic manner and to recognise potential child safeguarding issues
- Understanding of child safeguarding procedures
- Maintain staff to child ratios
- Good knowledge of teaching and assessing against the Early Years framework.

### **Desirable**

- Previous experience of working with Early Years children
- Current educational issues and barriers to learning
- Basic understanding of how to teach literacy and numeracy
- Knowledge of general school policies and procedures.

### **Evidence**

- Application Form
- Interview
- References.

## **Personal Qualities:**

### **Essential**

- Excellent interpersonal skills
- An ability to establish positive relationships with pupils and parents
- Commitment to teamwork and establishing positive professional relationships
- Efficient and effective organisational skills
- Sound judgement, tolerance, and respect of others
- Confident and enthusiastic
- Reliable
- Used to working on own initiative
- Flexible and adaptable.

**Evidence**

- > Letter
- > Interview
- > References.

This document sets out the key elements of the post. Consultation about this job description/person specification may be initiated by the Headteacher or his/her nominated representative or by the post holder. Changes will only be made after such consultation has taken place.

**Any other duties as reasonably required by your Curriculum Leader or member of the Senior Management Team**

**West Road Primary Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Baring Service. West Road Primary Academy is an equal opportunities employer.**