

Job Description

Job Title: Early Years Teaching Assistant Level 1-3

School: HAREHILLS PRIMARY SCHOOL

Pay Range: B1

Responsible to: Assistant Head of Phase

Role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Duties:

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. To supervise and support pupils ensuring their safety and access to learning
3. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To encourage pupils to act independently as appropriate
7. To support pupils with their intimate care needs, when needed, following the schools intimate care policy.
8. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
9. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
10. To undertake pupil record keeping as requested, including contributing towards pupils learning journals
11. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
12. To gather/report information from/to parents/carers as directed



13. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
14. To support pupils to understand instructions
15. To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher
16. To support pupils in using basic ICT as directed
17. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
18. To 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.
19. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
20. To contribute to the overall ethos/work/aims of the school
21. To appreciate and support the role of other professionals
22. To attend relevant meetings as required
23. To participate in training and other learning activities and performance development as required.
24. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
25. To accompany teaching staff and pupils on visits, trips and out of school activities as required.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

PERSON SPECIFICATION - Amended

Job Title: Early Years Teaching Assistant Level 1

School:

Pay Band: A1-B1

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Good numeracy/literacy skills</p> <p>Use basic technology – computer, video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>GCSE Maths and/or English grades D-G CSE level 2</p>	<p>Provide evidence by producing certificate</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Working with or caring for children of relevant age</p> <p>Understanding classroom roles and responsibilities and your own position within these.</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate knowledge of first aid</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>Application form</p> <p>Application form and selection process</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>Participate in development and training opportunities</p>	<p>Application form and selection process</p>	<p>Completion of DfES Teacher Assistant Induction Programme</p>	<p>Application form and Certificate</p>
<p>OTHER CONDITIONS</p>			