



ROLE PROFILE

Early Years/Lower School T/A- Fixed Term Contract

Job Family: Support Staff
Report To: Head Teacher
Direct reports: n/a
Status: Fixed term contract for one year
Hours: Full Time

Purpose of the role:

- To be an early years/lower school TA on a fixed term contract
- Assist the teacher in the classroom
- Supporting the children's development and learning journeys
- To participate in providing a stimulating and caring environment in which children's developmental and welfare needs are met.
- To provide good quality inclusive care, education and play opportunities for children 2½ – 8 years, by supporting a team of teaching staff.
- To contribute to the development of the school as a pioneering model of good practice.

Key Responsibilities:

In liaison with the Head of Early Years:

1. To contribute to a program of care, education and play opportunities within the Day Nursery environment for children 2½ – 5 years which fosters children's growth, self-esteem and independence.
2. To prepare lesson resources as directed.
3. To ensure the classroom is tidy and ready for use.
4. To collect/carry resources for lessons to and from other areas of the school.
5. To assist with lunch and playground duties.
6. To undertake Paediatric First Aid training.
7. To be involved in the implementation of relevant whole school policies.
8. To observe and record individual children's development.
9. To communicate effectively with parents and carers of the children in the Early Years.
10. To attend team meetings as required.

11. To undertake fire safety, manual handling and child protection training and be aware of each policy and procedure.
12. To respect the confidentiality of information received.
13. To have a commitment to personal and professional development.
14. To prepare for and receive supervision.
15. To undertake such other duties as may reasonably be required by the Head of Early Years.

Key Tasks: Years 1- 3

1. (as above 2,3,4,5,6,7,8,10,12,13,14,15)
2. To contribute to a program of care, education and play opportunities within the school for children 6-8 years, which fosters children's growth, self-esteem and independence.
3. To communicate effectively with parents and carers of the children in the school.
4. To ensure at all times compliance with regulatory bodies.
5. Undertake Prep duties and some after school hours.
6. To undertake such other duties as may reasonably be required by the Deputy Head.
7. Escort children to and from swimming venue and assist in changing rooms as necessary.
8. Escort children on school trips as required by the Deputy head.
9. Provide additional support during PE/Games lessons
10. To undertake such other duties as may reasonably be required by the D

Key Skills:

- a respect and fondness for children;
- excellent communication skills;
- good listening skills;
- the capacity to learn quickly;
- excellent organisational skills;
- the ability to inspire and enthuse young children;
- energy, resourcefulness, responsibility, patience and a caring nature;
- an understanding of the needs and feelings of children;
- ability to work independently, as well as being able to work in a team;
- a sense of humor and the ability to keep things in perspective.
- The work is often active, and you will need stamina to keep up with the needs of a large group of young, lively children. Creative skills such as music, dance, drama, arts and crafts are advantageous.

Personal attributes:

- To demonstrate the skills of a good teaching assistant as above, including the ability to:
- Attitude and aptitude to make a significant contribution to our School ethos that promotes high achievement.
- Team player – aptitude to work as part of a team

- Communication at all levels - ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.

Experience and Education:

- NVQ Level 3 or equivalent
- Knowledge and Understanding relevant to the position - essential
- Good understanding of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age - essential
- Thorough knowledge of the National Curriculum – essential
- Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects - essential
- Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy - essential
- An understanding of equality of opportunity issues and how they can be addressed in schools - essential