



## ROLE PROFILE

### Early Years Teaching Assistant

<b>Job Family:</b>	Support Staff
<b>Report To:</b>	Head of Early Years
<b>Hours:</b>	Full Time

#### Purpose of the role:

Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programs

#### Key Responsibilities:

- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To assist the pupils with personal needs as appropriate.
- To be able to translate for the pupils. Support for the teacher
- Have a sound knowledge and/or experience of the EYFS
- Use strategies, in liaison with the teacher, to support pupils to achieve Early Years Foundation Stage objectives - The Early Learning Goals
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

- To be aware of the planning of work and activities.
  - To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required. Support to the school
  - To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
  - To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
  - To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
  - To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
  - To attend relevant meetings and participate in training opportunities and professional development as required.
  - To attend relevant meetings and participate in relevant training and performance development as required
  - To adhere to school health and safety policy including risk assessment and safety systems
- Broadening Horizon 4
- To adhere to school policy on equality and diversity
  - To be able to translate for meetings with parents and other agencies.

## **Key Skills:**

### Qualifications and Professional Development Essential

- Diploma for the Early Years Workforce (Early Years Educator) CACHE Level 3
- Good numeracy and literacy skills.
- Have a sound knowledge and/or experience of the EYFS
- Knowledge of child development from 0-5 years
- Good understanding of the Foundation Stage Curriculum and the related assessments
- Good understanding of child development and learning.

### Desirable

- Experience of general clerical/ administrative work.
- Experience in a relevant discipline Knowledge, Skills and Competencies Essential

## **Personal attributes:**

- Ability to work well as part of a team.
- An understanding of classroom roles and responsibilities.
- Able to use basic IT including computer, audio, video equipment and photocopier.
- Good keyboard skills and knowledge of relevant IT packages
- Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- Ability to relate well to children.
- Ability to relate well to adults
- Ability and willingness to identify own training needs and participate in training. 5
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Ability to provide necessary personal care to children.
- A sense of humor and the ability to keep things in perspective.

## **Experience and Education:**

A proven track record of recent and successful Teaching Assistant role in classes of EYFS/ primary age.

Knowledge and Understanding relevant to the position.

Level 2 Qualification in English and Maths.