

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: St William of York Catholic
Primary School

Post: Early Years Teaching Assistant (Level 3)

Grade: Grade E (SCP 7 – 11)

JE No. A2112

Responsible to: Headteacher/ Early Years Co-Ordinator

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction of teaching and/or senior staff. To be inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area.

MAIN DUTIES

Support for the Pupil

- Create an environment that is irresistible, satisfying and provoking.
- Understand every child's personal attributes and attitudes, enabling children to take their own learning further.
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Develop confidence, self-esteem, self-awareness and independence in all children.
- Provide a balance of child initiated and adult focused activities.
- Establish a system of planning, assessment and reporting which involves all and informs learning within the Early Years Foundation Stage.
- Ensure the quality of Early Years provision is consistent and based on high expectations.

Support for the Teacher

- Assist with the display of children's work
- Establish and maintain an appropriate learning environment under the supervision of the teacher
- Contribute to lesson planning, working alongside the Early Years Class Teacher, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
- Administer routine observations and accurately record achievement/progress

- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy and our Early Years Policy.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision

Support for the Curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Be mindful of the Characteristics of Effective Learning and how they inform every child's aptitude to learning.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, intimate care, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

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PERSON SPECIFICATION

Post: Early Years Teaching Assistant (Level 3)

School: St William of York Catholic Primary School

	Essential (E) or Desirable (D)
<u>Skills</u> <ul style="list-style-type: none"> To have a clear understanding of Early Years outcomes and development matters Ability to work effectively within a team environment, understanding classroom roles and responsibilities Ability to build and maintain effective working relationships with all pupils and colleagues Ability to promote a positive ethos and role model positive attributes Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate Ability to adapt own approach in accordance with pupil needs Excellent personal numeracy and literacy skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<u>Knowledge and Understanding</u> <ul style="list-style-type: none"> Advanced understanding of the Early Years Foundation Stage Development Matters and other learning programmes (within specified age range/subject area) e.g. knowledge of Prime and Specific Areas and Characteristics of effective Early Learning Understanding of principles of child development, learning styles and independent learning Working knowledge of relevant policies/codes of practice/legislation Understanding of inclusion, especially within a school setting Experience of resources preparation to support learning programmes Effective use of ICT to support learning Understanding of other basic technology – video, photocopier 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<u>Qualifications and Training</u> <ul style="list-style-type: none"> Minimum 2 years experience of working with children in an educational setting (within specified age range/subject area) NVQ III or equivalent, intention to working towards in teaching assistance within specified age range/subject area Willingness to participate in relevant training and development opportunities Training in special educational needs strategies Willingness to undertake appointed person certificate in first aid administration Specialist subject knowledge curriculum/resources (<i>Early Years</i>) 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Professional Values and Practice

Must be able to demonstrate the following:

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners
- Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work
- Ability to work collaboratively with colleagues, and carry out their role effectively, knowing when to seek help and advice
- Able to liaise sensitively and effectively with parents and carers, recognising their vital role in pupils' learning
- Able to improve their own practice through observations, evaluation and discussion with colleagues

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