



The Grange Primary School

Teaching Assistant (Level 1) – EYFS

Job Description

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques as well as physical and general care.

MAIN DUTIES

To lead the class in the (short-term) absence of the teacher (longer absences will be covered by a supply teacher.)

Support for the Pupil

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction including all personal hygiene and toileting
- Provide specific support to children dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher of TA3
- Promote self-esteem and independence employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Where appropriate, provide one-to-one supervision and monitoring of a child where the school is in receipt of additional/High Needs funding

Support for the Teacher

- Provide clerical/administration support (e.g. photocopying, word processing, filing, collecting money, etc.)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans including preparing and clearing the classroom.
- Contribute to lesson planning, evaluating and adjusting lesson/work plans as appropriate.
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals

- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested
- Administer routine primary tests.
- Promote 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
- Establish constructive relationships with parents/carers

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake programmes used in the delivery of the EYFS curriculum, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, 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
- Appreciate and support the role of other professionals
- Attend and participate in meetings as appropriate.
- Participate in training and other learning activities as required
- Supervise pupils out of directed lesson time, including before and after school as appropriate and within working hours
- 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

Desirable Skills	Essential/ Desirable	How evidenced*
The calmness, flexibility, empathy and initiative to provide the best possible learning environment for EYFS children.	E	A I R
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	A I R
Ability to build effective working relationships with all pupils and colleagues	E	A I R
Ability to promote a positive ethos and to model positive attributes	E	I R
Ability to communicate in spoken and written forms in a grammatically accurate manner.	E	I ST
The successful candidate will need to demonstrate high level literacy and numeracy skills in a brief written skills test	E	ST
Knowledge and Understanding		
Experience of working in an Early Years setting in a primary school	E	A
General understanding of the Early Years Foundation Stage curriculum and other basic learning programmes/techniques (within specified age range/subject area)	D	A
General awareness of inclusion, especially within a school setting	D	A I R
Experience of resources preparation to support learning programmes	D	A
Effective use of ICT to support learning	D	A
Understanding of other basic technology	D	A
Qualifications and Training		
Experience of working with and/or caring for children in the EYFS	E	A
Willingness to participate in relevant training and development opportunities	E	I
Have a C grade (minimum) GCSE or equivalent in English and Mathematics	D	A

*A – Application I – Interview

R – References

ST – Skills Test