



Post Title: Teaching Assistant – Early Years

Salary Scale - 15

School: Priddy & St Lawrence's Federation

Line manager: Deputy Head Teacher

Job Description

Main purpose of the job

- ✓ To work under the direction of the teacher; assist the measuring, impact and evaluation of teaching and learning.
- ✓ Be responsible and accountable for achieving the highest possible standards in work and conduct
- ✓ Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- ✓ Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- ✓ Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Main responsibilities and duties

- ✓ Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- ✓ Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- ✓ Establish constructive relationships with pupils and interact with them according to individual needs.
- ✓ Promote the inclusion and acceptance of all pupils.
- ✓ Encourage the pupils to interact with others and engage in activities led by the teacher.
- ✓ Set challenging and demanding expectations and promote self-esteem and independence,
- ✓ Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- ✓ Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of pupils' work.
- ✓ Use strategies, in liaison with the teacher, to support pupils to achieve learning goals, targets/appropriate to EYFS
- ✓ Assist with the planning of learning activities.
- ✓ Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- ✓ Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established Relationships for Learning Policy and encourage pupils to take responsibility for their own behaviour.
- ✓ Establish constructive relationships with parents/carers.
- ✓ Deliver Read Write Inc, competently and feedback to the teacher.
- ✓ To carry out lunch duties three times a week (30 minutes x3)
- ✓ To chaperone children on our school minibus three times a week

Other

- ✓ To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- ✓ Perform any reasonable duties as requested by the headteacher

I agree that the Job Description is a fair and accurate statement of the requirements of the job.

Teaching Assistant signature:

Date

Headteacher signature:

Date