



Early Years Teaching assistant

JOB DESCRIPTION

Post Title: Early Years Teaching Assistant
Grade: 3

Key Purpose of the Job

To be a member of a professional team working under the direction of the room leader contributing to the overall development of learning and care of the children 0-5's

Job Summary

1. To support the key person with their key children
2. To build relationships with families and other professionals.
3. To observe and record children's learning, and assist the key person with record keeping
4. To support planning, preparing and delivering learning experiences and activities for individuals and small groups.
5. To work as an effective member of a team, taking an active role in maintaining a safe and stimulating learning environment.

Accountabilities

1. To be responsible to the room leader, Deputy Head, Head teacher and Governing body and to participate in the Councils scheme of performance management for all staff.

Main Duties and Responsibilities

1. To implement the Early Years Foundation Stage and ensure that practice meets and aims to exceed the requirements.
2. To work as a member of a team, contributing ideas in the planning, delivery and evaluation of a full and balanced range of learning experiences, which meet the emotional, physical, social and intellectual needs of the pupils.
3. To contribute to the daily monitoring and evaluating of pupils responses to learning activities.
4. Encourage, support and engage with children in playful learning.
5. To use the outdoor environment to support children's learning.
6. To have a positive attitude to learning outdoors in all weathers.
7. To be consistent in managing children's behaviour using a range of strategies in line with the School's positive behaviour management policy.
8. Support children's independence, self reliance and interdependence skills.
9. To promote children's sense of identity and tackle any form of discrimination with support.
10. Prepare and make resources which support children's learning.
11. Make observations of children's learning and contribute to their written records.
12. Share responsibility for the preparation and tidying of the learning environment to ensure it is safe and will enable learning.
13. Be involved in educational outings, with small groups of children.

14. Demonstrate a commitment to integration, planning experiences and activities where all children are included and supported.
15. Support for children with SEN or disabilities which may involve lifting, assisting in toileting and changing pupils, helping them to transfer from seating to mobility aids, implementing individual movement programmes, under the direction of other professionals.
16. Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.
17. Be supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement, paying particular attention to new admissions by helping children to settle.
18. Support the development of language and communication skills in pupils from a wide range of linguistic backgrounds liaising with staff as required to ensure all children with EAL make good progress. Develop a close partnership with families from minority ethnic groups.
19. Understand the varying cultural and religious backgrounds of the pupils and ensuring these are reflected in the learning experiences.

Key Person Role

1. Support the introduction and settling in process for children and families into the Centre. Attend the initial home visit to begin building an attachment with the child and family.
2. To support in assessing, planning and evaluating learning for key children.
3. Be the advocate for each key child ensuring planned activities and provision meets their needs.
4. Contribute to the records for a small group of key children.
5. Work in collaboration with SENCO and SENCO Assistant in supporting children with additional needs.

Safeguarding

1. To follow the Schools policies and procedures for Safeguarding Children, Child Protection and Health and Safety.
2. To be vigilant in identifying when a child might be at risk, following appropriate guidelines and reporting to the designated person.
3. To display a commitment to the protection and safeguarding of children and young people.
4. To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues.
5. To behave in an actively anti-discriminatory way.

Health and Safety

1. To be aware of all the emergency procedures, including fire, first aid, full evacuation and missing child.
2. To maintain and follow all health and safety procedures at all times.
3. To ensure that the environment is clean, safe and hygiene standards are maintained at all times.
4. Help with first aid provision, recording accidents, comforting sick or injured pupils. In emergencies – liaising with the designated first aider, senior staff and medical professionals, accompanying children to hospital or doctors as necessary.
5. Assisting pupils to acquire and develop self help skills, including toileting and personal hygiene, cleaning and changing children as required.
6. To support children at meal times and snack times making it a pleasant time for social sharing and ensuring all dietary needs are met.

Professional Conduct

1. To adhere to the Kintore Way Nursery School Code of Conduct at all times.
2. To be aware of the high profile of Kintore Way Nursery School and uphold it's standards at all times.
3. To work effectively as a member of a team establishing and maintaining good working relationships and ensure that care is taken when communicating with others to avoid any unnecessary conflict.
4. To encourage an atmosphere of co-operation and respect.
5. To ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies
6. To ensure that punctuality is maintained throughout the day.
7. To manage own workload and plan time effectively.

Professional Development

1. To attend and contribute to staff meetings, professional development training and any other events as requested.
2. To work across Nursery Schools in Southwark as required.

Special Conditions of Service

1. Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.
2. The postholder may be required to work outside of normal school hours on occasion, with due notice.
3. Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Early Years Teaching Assistant Grade 3

JOB SPECIFICATION

ATTRIBUTES	ESSENTIAL/ DESIRABLE
<p>Qualifications</p> <p>1. Sufficient understanding and use of English to ensure well-being of the children. E.g. keeping records in English, communicating with children, staff and parents</p>	E
<p>Experience</p> <p>2. Demonstrate experience of working with children and young people</p>	E
<p>Knowledge</p> <p>3. Basic understanding of child development and learning.</p> <p>3.1 Basic knowledge of Early Years Foundation Stage</p> <p>3.2 Knowledge of basic Health and Safety and Safeguarding procedures</p> <p>3.3 Knowledge of Special Educational Needs</p>	E E E D
<p>Skills & Abilities</p> <p>4. Good literacy skills</p> <p>4.1 To be able to demonstrate effective oral communication skills</p> <p>4.2 The ability to take appropriate action in situations where a child is at risk or in danger</p> <p>4.3 The ability to deal with accidents or emergencies in a calm manner</p> <p>4.4 To work effectively as part of a team to plan and deliver a curriculum appropriate to the needs, individuals and the group</p> <p>4.5 A commitment to equality, diversity and the inclusion of all ensuring all children and families have equal access to opportunities to learn and develop and individual needs are met</p> <p>4.6 Use of appropriate technology e.g. computers, digital cameras.</p>	E E E E E E

<p>Personal Characteristics</p> <p>5. Reliable with a high degree of integrity</p> <p>5.1 Approachable with excellent interpersonal skills when dealing with others on all levels</p> <p>5.2 Well-organised, enthusiastic, energetic and flexible</p> <p>5.3 Manages time effectively</p> <p>5.5 Values and respects the views of children</p> <p>5.6 Self-motivated and able to take initiative and responsibility</p> <p>5.7 A willingness to learn with and from colleagues</p> <p>5.8 Proactive in maintaining own professional development and can seek help from others when needed</p> <p>5.9 A commitment to take part in all aspects of the life of the school</p> <p>5.10 Adheres to the school's code of conduct.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Special Conditions</p> <p>6.1 The post holder may be required to work outside of normal school hours on occasion, with due notice.</p> <p>6.2 The post holder will be required to attend five INSET days within the school year.</p> <p>6.3 The post holder may be required to work across the Southwark Nursery Schools</p> <p>6.4 The post holder will be required to undertake an enhanced DBS check and a self-declaration form. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</p> <p>6.5 An understanding of the principles of Keeping Children Safe in Education 2016 and a commitment to ensuring the health, safety and wellbeing of all children.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

All experience should be recent. The appointment and interview process will be value-based to ensure the successful candidate's values and attitudes are in line with those at Kintore Way Nursery School and Children's Centre. Issues relating to safeguarding and promoting the welfare of all children will also be thoroughly explored.