



**Teaching Assistant
(Early Years)**

Scale 2 (Pt 3 – 4)

Job Description

Job Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist in the management of pupils and the classroom and school. Work may be carried out in the classroom, teaching areas, school hall and playgrounds.

Major Tasks

- To provide support for class teachers/senior leaders
 - To supervise and provide support for children within the classroom and other areas throughout the school day including playtime, breakfast club or lunchtime
 - To liaise with school staff and other agencies
 - To organise resources for teaching, learning and assessment under the direction of the teachers
 - Duties include supervision of the pupils in the dining area, playground areas and school premises and may include associated ancillary duties (for example, cleaning up spillages, ensuring tables are clean etc.).
 - To ensure the maintenance of good order and discipline following the school's behaviour policy and procedures.
 - Ensure that all accidents are reported and documented immediately.
 - Follow health and safety guidelines when administering first aid.
- To carry out any other duties deemed appropriate by the headteacher, in conjunction with the supervision of children during the school period.

Contacts & Relationships

- 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 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
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before/after school or at lunchtime

- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Maintain a quiet atmosphere while children collect and eat lunch
- By talking to children quietly and encouraging similar behaviour in them;
- By using vigilance and thereby attending to the needs of children.
- By encouraging children to adopt appropriate eating habits;
- By helping children with using cutlery and pouring drinks etc.
- Encourage children to wash their hands, walk sensibly and wear appropriate outdoor clothing
- Ensure that all children walk around school.

Creativity

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Administer routine tests, record keeping and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, filing, money etc.
- Administer first aid and record accidents as and when required
- Relaying information regarding the welfare of children to an appropriate adult

Decisions
<ul style="list-style-type: none"> • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • The post holder will consult with the team leader or Business manager regarding decisions relating to pupil welfare
Management & Supervision
<ul style="list-style-type: none"> • No Management or Supervisory responsibilities of other staff • The post-holder will be responsible under the direction of the headteacher and senior staff, individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the school day; in accordance with the school's policies and procedures.
Supervision Received
<ul style="list-style-type: none"> • The post holder will work under the direction of the SLT and teachers and will be given support from senior members of school staff.
Complexity
<ul style="list-style-type: none"> • The post holder will demonstrate good literacy and maths skills • The post holder will demonstrate a knowledge of school policies and procedures including safeguarding and health and safety.
Resources
<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Impact
<ul style="list-style-type: none"> • The post holder is responsible for liaising with the SLT, teachers and other school staff regarding the welfare of children
Physical Demands
<ul style="list-style-type: none"> • The post holder will be required to sit with children but also stand and walk around the playground, dining hall and other areas in school.
Working Environment
<ul style="list-style-type: none"> • The post holder will be required to work within the school building and outside on the playground
Emotional Context
<ul style="list-style-type: none"> • The post holder will pass on any safeguarding concerns to the designated safeguarding leaders.
Other
<p>The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.</p> <p>The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.</p> <p>The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.</p> <p>The postholder can use language flexibly and effectively for social, academic and professional purposes.</p>

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Completion of DfES Teacher Assistant Induction Programme • NVQ 2 for Teaching Assistants or equivalent qualifications or experience • Training in the relevant strategies e.g. literacy/numeracy • First Aid training/training as appropriate
Experience	<ul style="list-style-type: none"> • Working with or caring for children of relevant age
Knowledge	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning
Skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Use of other equipment technology – video, photocopier • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal style & behaviours	<ul style="list-style-type: none"> • Approachable, creative and organised • Professional conduct with children and parents
Fluency Duty	<p>This post has been identified as a customer-facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body, the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English, which is sufficient to enable the effective performance of their role.</p> <ul style="list-style-type: none"> • The level 2 teaching assistant will be expected to communicate effectively with children, parents, staff and outside agencies. The

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	√
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>