## Job Description

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups of children age 2-5 years, in or out of the classroom.

**Main Duties and Responsibilities**

## 1. Support for Pupils

* Attend to pupils’ personal needs and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes, including intimate care, rest & sleep routines.
* Supervise and support pupils, including those with special needs, ensuring their safety and access to learning, forming a close bond with the children.
* Establish constructive relationships with pupils and interact with them according to individual needs; be enthusiastic about children and enjoy learning from them.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact and work co-operatively with others and engage in learning activities.
* Set challenging and demanding expectations for pupils and promote self –esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher; understanding of early child development, how children learn and how to move children’s learning forward.

## 2. Support for the Teacher

* Work as part of the team supporting the teacher in her role.
* Assist with the planning of learning activities, using the knowledge of children’s abilities to enable constructive suggestions during planning.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil’s work.
* Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed. Have key person responsibility to make observations of children – use these to inform planning (by contributing to the planning meetings) and assessment of children (filling in profiles).
* Establish constructive relationships with parents/carers, acting as a point of contact for parents.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Maintain records as requested.
* Administer routine tests and undertake routine marking of pupils’ work, accurately recording achievement / progress.
* 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.
* Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

## 3. Support for the Curriculum

* Support pupils in understanding instructions.
* Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, EYFS etc. as directed by the teachers:
* Carry out adult led group activities – planned and initiated by the teacher or nursery deputy.
* Prepare and supervise fun, age-appropriate activities for inside and outside
* Participate in child-initiated learning, listening to children, observing and intervening to move the children’s understanding and learning forwards.
* Support pupils in using ICT and develop pupils’ competence and independence in its use.
* Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use. Ensure the setting is organised, tidy, safe, secure, facilitating for the children.
* Monitor and manage stock and supplies, cataloguing as required.

## 4. Support for the School

* 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.
* Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school. All adults should be modelling good manners, courtesy, communication between each other as well as with the children.
* Appreciate and support the role of other professionals. Support all members of the team – all adults are there for the benefit of the children. Children pick up on the tensions and lack of communication between adults.
* 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 and after school and at lunchtimes.
* Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.
* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.
* To be flexible within working practices of EYFS. Be prepared to help where needed including certain jobs such as snack preparation, cleaning equipment etc.

This is illustrative of the general nature and responsibilities of the role. It is not a comprehensive list of duties and other tasks may be directed by the Headteacher. An annual review of this job description takes place as part of our performance management.