



## Park End Primary School

### Job Description

#### Early Years Teaching Assistant– Level 3

<b>Post Title:</b>	Teaching Assistant Level 3
<b>Post Grade:</b>	Level 3 Grade E SCP 16- 18
<b>Contractual Status:</b>	Permanent
<b>Hours:</b>	35 hours per week term time only plus 1 week Flexible hours between 7.30am – 4.00pm Monday – Friday
<b>Responsible to:</b>	Headteacher
<b>Line Manager:</b>	Early Years Phase Leader / Nursery Manager

#### Professional Duties

- To work under the guidance of the nursery manager, teaching and senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the nursery manager in the whole planning cycle and the management/preparation of resources.
- To also supervise whole classes occasionally.

#### Support for Children and their Families

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs and child protection plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils and their families in relation to progress and achievement
- Ensure good hygiene and cleanliness are maintained at all times.

#### Support for Teachers

- Work with the manager to establish an appropriate learning environment
- Work with the manager in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the manager and phase leader on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the manager, contributing to reviews of systems/records as requested
- Accurately record achievement and progress using the school assessment system.

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents or carers and lead in the feedback sessions or meetings with parents with, or as directed.

### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Deliver Early Years Foundation Phase curriculum and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **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 all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the nursery manager or early years phase leader , to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise pupils on visits, trips and out of school activities as required

### **Other**

- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

**I agree to the above job description**

**Employee Name:** .....

**Employee Signature:** .....

**Date:** .....