Job Description Teaching Assistant Level 3 Grade E



ROLE

To lead the day to day delivery of high quality early years education within an EYFS setting, under the direction of the Head Teacher/EYFS Lead, with the main focus on 2 year old provision.

SUPPORT FOR PUPILS

- Lead high quality practice and provision, primarily for 2 year olds, under the direction of the Head Teacher and EYFS Lead.
- Ensure the Two-Year Old setting fully meets the requirements of the Statutory Framework for the EYFS and the Ofsted Early Years Register.
- Plan, deliver and evaluate high quality child centred play based activities appropriate to the age of the children in a nurturing and stimulating environment.
- Support all children to reach their full potential especially in the Prime Areas of learning and development.
- Identify children with additional needs and support the implementation of a range of intervention and support strategies to ensure the individual needs of the children are met.
- Contribute to developing positive relationships and close working links with a range of professionals. This includes completing and using Common Assessment Frameworks (CAF) and participating in meetings where appropriate.
- Uphold the principles of and model good practice in inclusion and equal opportunities in all aspects of the role.
- Play a key role in leading, developing and evaluating effective systems for planning, observation and assessment, drawing on the knowledge of the key person, parents and other professionals to make an accurate assessment of individual children.
- Fully support the transition of children from the Two-Year Old setting into the main nursery provision.
- Have a sound understanding of and uphold safeguarding procedures ensuring that all children are safeguarded and appropriately supervised at all times.
- Undertake Progress Checks for 2 Year Olds, setting appropriate targets and interventions.
- Act as a role model for other practitioners in developing and maintaining positive relationships with children, parents and professionals.
- Undertake regular training including safeguarding at a level commensurate with the role.
- Keep up to date with best early years practice, local and national policy in order to disseminate to other colleagues in the setting.
- Contribute to the development of relevant policies and procedures.

RESPONSIBILITIES

- Comply with and assist with the development of 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 equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- Show a duty of care and take appropriate action to comply with health and safety requirements at all time.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.