



Teaching Assistant – (Two Year Old Provision)

Job Description

Responsible to: EYFS Leader

Job Purpose:

- To work as part of the Nursery team and EYFS unit team as a whole
- To provide an emotionally secure, warm, stimulating and safe environment, appropriate to the needs of the children
- To be responsible for promoting the provision as a key point of contact for the local community

Responsibilities:

- Ensure strict compliance to all regulatory and legal requirements, including health and safety requirements
- Ensure the provision's core purposes and standards are met
- Promote and represent the provision as required
- Monitor and evaluate the effectiveness of the provision alongside the Room Leader
- Ensure ratios are maintained throughout the setting
- Plan appropriate learning activities and challenges based on the needs and developmental stage of the children
- Setting up equipment/storing equipment appropriately
- Keep appropriate records
- Gather evidence which shows the progress children are making, ensuring next steps are clear
- To have a key group of children
- Provide a high standard of health and hygiene
- Change nappies and encourage children with toilet training and personal hygiene
- To carry out domestic duties such as preparing snacks, cleaning and sanitising of equipment etc
- Work in partnership with the parents, consulting and sharing information with them about the needs and progress of their children

General:

- To promote the policies and ethos of the school and to promote positive values, attitudes and good pupil behaviour
- To attend staff meetings as required
- To attend parent meetings as required
- To be aware of and comply with all policies and procedures in school
- To be a proactive member of the team
- To participate positively and professionally in effective relationships with team members
- To attend relevant courses and learning activities as required
- To take part in the school's performance management system