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| Teaching Assistant  Job Description | beechdale_logo_office |

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| **Post:** | Teaching Assistant (Nursery) 0.6 |
| **Grade:** | 3 |
| **Location:** | Beechdale Nursery School |
| **Responsible To:** | Head Teacher |
| **Job Purpose** | To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and play activities and to help raise standards of achievement for all pupils in the nursery environment;  To encourage the participation of pupils in the social processes of the school;  To undertake work/care/support programmes to enable access to learning for pupils and to assist the Teacher/Manager in the management of pupils and the classroom. |

**Duties and Responsibilities**

Support for Pupils, Teachers and the Curriculum

* Work in partnership with teachers/managers and other professional agencies to provide effective support with learning and play activities;
* Awareness of and work within school policies and procedures;
* Have shared key worker responsibilities for groups of children aged between 3 -4 years and work within a team of early years practitioners
* Support pupils to understand instructions, support independent learning and play and to promote the inclusion of all pupils;
* Implement and contribute to planned learning and play activities/teaching programmes as agreed with the teacher/manager, adjusting activities according to pupils’ responses as appropriate;
* Participate in planning and evaluation of learning and play activities with the teacher/manager, providing feedback to the teacher/manager on pupil progress;
* Support the teacher/manager in behaviour management and keeping pupils on task based on the expectations for individual pupils;
* Assist with the supervision of pupils at lunchtimes but not as a supervisory assistant;
* Under the guidance of a teacher/manager monitor, assess and record pupil progress/activities;
* Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/manager and in line with health and safety requirements;
* Support pupils in their social development and their emotional well-being, reporting problems to the teacher/manager as appropriate;
* Support pupils with SEND needs as appropriate;
* Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
* Contribute to pupils plans and reports;
* Support the work of volunteers and other teaching assistants in the classroom;
* Support the use of ICT in the curriculum;
* Undertake pupil record keeping and maintenance of records as requested;
* Assist in escorting and supervising pupils on educational visits and out of school activities;
* Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
* Support children’s learning through play and planned learning activities;
* Maintain a clean, safe and tidy learning environment;
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
* May be asked to administer medications subject to agreement and in line with school policy;
* Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
* Monitor and manage stock and supplies for the classroom.

Support for the School

* Be aware of and comply with policies and procedures relating to child protection/safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person;
* Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
* Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
* Contribute to the overall ethos, work and aims of the school;
* Maintain good relationships with colleagues and work together as a team.
* Appreciate and support the role of other professionals;
* Attend relevant meetings as required;
* Participate in training and other learning activities and performance development as required;
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.