



Durham Cathedral Schools Foundation

EYFS TEACHING ASSISTANT Full time (37.5 hours), Term Time only

General Requirement

The Teaching Assistant will ensure that the EYFS Department provides a safe and caring environment for young children. Listed below are the principal responsibilities of the post, but this is not exhaustive. This job description should be read in conjunction with the EYFS Policies and Documents.

The Teaching Assistant must ensure that he/she is aware of the requirements of the Statutory Framework for the Early Years Foundation Stage which sets the standards for learning, development and care. All staff working within the EYFS must hold a relevant qualification in Early Years.

Main duties

- Safeguard the children at all times and ensure you are complying with safeguarding policies and procedures and report any concerns to the relevant member of staff.
- Ensure high standards of health and safety at all times in line with school policy and risk assessment.
- Ensure that a caring and stimulating environment is provided for children that takes into account individual developmental needs and enables children to reach their full potential
- Plan and prepare exciting play opportunities that meet children's developmental needs and stimulates their learning and integration within the nursery in accordance with the EYFS framework.
- Observe and assess children's development and keep accurate records of their achievements and liaise with the class teacher.
- Work as 'Key Person' and to undertake profile observations supporting and monitoring the progress of a small group of children assigned to you.
- Establish and maintain positive working relationships with staff and parents/carers in a way that supports children's learning and development and values parental involvement.
- Assist in the supervision of classroom and outdoor activities.
- Prepare, care and audit individual apparatus and equipment.
- Escort children on educational visits as required from time to time.
- Display work under the direction of the teacher.
- Attend INSET/training days, School Open Days and meetings. and other major School events such as Nativities, Prize Giving etc. as required.
- Maintain confidentiality about all issues related to children and their families.
- Be a pro-active team member, offering appropriate support to your colleagues.

The duties and responsibilities outlined in the job description are not meant to be definitive nor restrictive and may be modified to meet the changing needs of the setting.



Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Make a positive contribution to the team. • Ability to make decisions in line with current policies and information • Excellent communication skills in order to work effectively with colleagues • Work constructively as part of a team, understanding of the role of the TA and other professionals working in the classroom • Ability to use relevant technology • Willingness to participate in training and performance management 	<ul style="list-style-type: none"> • Knowledge of Durham Cathedral Schools Foundation 	Application form / Interview
Experience	<ul style="list-style-type: none"> • Working with or caring for children of 3-5 years. 	<ul style="list-style-type: none"> • Experience of working within a team and independently 	Application form / Interview
Education / Qualifications:	<ul style="list-style-type: none"> • Minimum of Maths and English at grade C or above or equivalent • Level 3 or above in Early Years Education 	<ul style="list-style-type: none"> • Basic knowledge of First Aid advantageous. 	Application form
Other Requirements:	<ul style="list-style-type: none"> • Friendly and approachable. • Reliable and consistent. • Helpful and positive attitude. • Able to meet the needs of a diverse community. • Positive about change • Flexible attitude to working practices and demands • Responsible and trustworthy even when working unsupervised • Proactive approach to continuous personal development 		Past Work History / Interview