

**Toft Hill Primary School**

**Early Years Teaching Assistant Apprentice**

**Job Description**

In your role as Early Years Teaching Assistant Apprentice, you will play a vital role in the development of positive educational experiences for children with a range of needs in our reception Class. Working with the support of qualified teaching and support staff you will be expected to contribute in the following area:

***Support for Pupils:***

* Support learning of small groups or individuals with a range of needs
* Help with the care and support of pupils
* Contribute to the health and well-being of pupils
* Establish and maintain relationships with individual pupils and groups
* Be an effective model for pupil behaviour.

***Support for Staff:***

* Assist with classroom resources and lesson preparation
* Contribute to the management of pupils’ behaviour, both inside and outside
* Provide support for learning activities
* Assist in the maintenance of a safe environment for all pupils and staff
* Assist in the presentation of display materials
* Support colleagues with routine administration
* Adhere to and promote all School policies and procedures
* Ensure Health and Safety and hygiene is to a high standard.

***Support for the School*:**

* Maintain effective working relationships with colleagues and parents/carers
* Contribute to the maintenance of pupil safety and security
* Review and develop their own professional practice
* Recognise confidentiality, child protection procedures, Health and Safety, and the policies of the Governing Body
* Be involved in extracurricular activities, (e.g. clubs, activities, trips, open days etc)
* Assist with special activities in school within school hours (e.g. sports days, plays, concerts, open days)
* To follow the observation and record keeping system and maintain records for children so that children’s attainment and progress are effectively and regularly assessed.
* To carry out all responsibilities and activities within the equal opportunities framework.