**Position:** Early Years Teaching Assistant

**School:** Halton Lodge Primary School

**Responsible to:** Early Years Lead (Deputy Headteacher)

**Purpose of this role:**

The post requires you to work with the class teacher to deliver effective early years provision, enable access to learning for pupils and to assist the teacher in the management of pupils in the classroom. Additionally, this role may require supporting children from our EYFS & KS1 SEMH Provision when they are accessing our mainstream provisions. Work may be carried out in the classroom or outside the main teaching areas.

**Main duties and responsibilities**

1. To work under the direction of the teacher; assist the measuring, impact and evaluation of teaching and learning.
2. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage the pupils to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
8. Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of pupils’ work.
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals, targets/appropriate to EYFS.
10. Assist with the planning of learning activities.
11. Monitor pupil’s responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade of the post.

**Person specification**

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| **Criteria** | **Essential (E) or Desirable (D)** |
| **Qualifications and Experience**  Relevant Child Care qualification (or equivalent), or working towards this  Relevant HLTA qualification or degree  Experience of working with or caring for children of relevant age  Experience of undertaking classroom tasks | **E**  **D**  **E**  **E** |
| **Knowledge and Skills**  Ability to work as part of a team  Ability to manage resources  Good communication skills (oral and written)  Good numeracy and literacy skills  Ability to maintain confidentiality  Basic knowledge of First Aid  Paediatric First Aid  Ability to make effective use of ICT (e.g. Word,  Excel)  Flexible attitude to work  Knowledge of safeguarding requirements | **E**  **E**  **E**  **E**  **E**  **D**  **D**  **E**  **E**  **E** |
| **Personal Qualities**  A drive and ability to provide clear direction to pupils, and enthuse and motivate them  Ability to demonstrate a commitment to do everything possible for each pupil, and enable all pupils to be successful, supporting them in their learning and helping them to become confident and independent learners  Demonstrable energy for setting and meeting challenging targets, for pupils and the school  An ability and willingness to adapt to the needs of a situation and change tactics  An ability to work with others to achieve shared goals | **E**  **E**  **E**  **E**  **E** |