



facta non verba – actions not words

JOB DESCRIPTION

EYFS TA

Promote and exemplify the school vision:

‘To provide within a nurturing and respectful community, a diverse and inspirational learning experience delivered by skilled, passionate staff to motivated pupils. We aim to empower each child towards striving for excellence and fulfilling their full potential’.

Promote the School Values:

C – care

O - opportunity

R - respect

E – excellence

Key Responsibilities:

- To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.
- To provide general support to the class teacher in the management and organisation of the pupil and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Relationships (including accountability):

- The post holder is accountable to Head and the EYFS Lead.

- The post holder seeks to establish professional working relationships with colleagues and parents.
- To be sensitive to the co-educational needs of the pupils.
- Participate in arrangements for professional development.

Duties and Responsibilities:

Support for pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way
- To meet the personal needs of pupils whilst encouraging their independence.
- To help develop curiosity and knowledge through stories, songs, games, drawing and imaginative play.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the EYFS framework.

Support for the teacher

- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short-term unplanned absence of the teacher, to cover all pre prepared activities to provide continuity for the pupils.
- To stand in for (cover) the teacher for short periods of time with prior agreement by the Head or Deputy Head.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- To work on classroom displays following consultation with the teacher.
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.

Support for the school

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.

- To assist in the training and development of staff.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policies.

Support for the curriculum

- To assist in the development of basic Literacy, Numeracy and Computing skills and support the use of these learning activities as directed by the class teacher.
- Keep up to date with changes in the EYFS curriculum and developments in best practise.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Head.

Health & Safety:

- Responsibility for own Health and Safety and that of pupils and colleagues.
- Responsibility for the care and safety of classroom resources and equipment.
- Maintaining good order and discipline among pupils (whether on duty or not) and safeguarding their health and safety both on School premises and when authorised to be in charge of them outside School
- To be familiar with and work within the required Health and Safety standards as laid out in the school's policy and administered through the Health and Safety Officer.

General:

- To carry out timetabled duties.
- Assisting with other supervision and covering for absent colleagues when required.
- Support in co-curricular activities and initiatives, according to particular strengths.
- Participating in staff meetings, attending assemblies and other School functions as required.
- Reappraising professional performance, participating in training courses and keeping informed of current legislation and best practice.
- To ensure punctuality and example in attitude, manners and dress at all times.

Safeguarding Children:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the School's Child Protection Policy Statement. If while carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or

welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Head Teacher. This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.