

Job Description

Teaching Assistant – Early Years

Activity code: 715 Cost centre: 2NUR DEPARTMENT: NUR

Job title	Teaching Assistant – Early Years	Based at	School
Line Manager	Executive Headteacher/Headteacher/Head of School		
Direct Line Management responsibility	None	Indirect Line Management responsibility	None
Frequent working relationships	Pupils, families, teaching staff, support staff, Central Team, external SEN support		

Main purpose of the role	To share with the Pre-School/Nursery Manager the responsibility for caring and assisting with activities for the early year's children and assessing progress. To assist the manager in the practical organisation of pre-school activities and group work as directed. To help to ensure the safety and wellbeing of the children and at all times and to act as a responsible carer.
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Duties & responsibilities

For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

Duties & responsibilities

1. To work with groups or individuals within the pre-school across all curricular areas under the direction of the pre-school manager, in a variety of tasks to develop the physical, intellectual, emotional and social skills of the pre-school children.

2. To assist with learning activities across all areas of learning linked to the Early Years Framework and relevant supporting documents. To develop children's knowledge through support and encouragement in the learning activities undertaken within the pre-school. To provide opportunities for children to work towards the Early Learning Goals upon accessing the reception/foundation class.
3. To provide support for learners by making contributions to planning, evaluating and delivering of learning activities under the guidance of the pre-school manager and linking to the Development Matters in EYFS document.
4. To engage with and encourage children by following their interests and supporting them in accessing planned activities including using IT resources and provide appropriate feedback to children throughout the activity.
5. To monitor children's contributions in both planned and incidental learning opportunities and make written observations of learning which can feedback information regarding the well-being, educational and developmental needs of children for ongoing assessment including their learning journals to the pre-school manager and parents as appropriate.
6. To carry out activities such as tidying up, serving snacks, organising cooking activities and assisting with personal hygiene routines including changing children's nappies and clothes where appropriate.
7. To prepare, mount and remove wall displays to support the continual development of the learning environment linked to the children's learning.
8. To support individuals on Education Health Care Plans (EHCP) with specific learning difficulties to ensure they can fully access the EYFS curriculum.
9. To assist in accompanying children on class outings under the overall supervision of the pre-school manager.
10. To administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the pre-school school procedures (as trained) and to attend to children who are sick as necessary.
11. To promote health and personal hygiene to the children throughout the activities undertaken in the pre-school.
12. To undertake the shared responsibility with all pre-school staff for the care and maintenance of pre-school equipment and resources.
13. To encourage self-control and self-discipline in the children throughout all activities undertaken in the pre-school promoting good behaviour, dealing promptly with conflicts and reporting incidents in line with the pre-schools positive behaviour policy.
14. To attend and participate in relevant staff meetings as appropriate.

Mandatory training

Prior to starting employment (where possible)

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Role specific

Prepared by: An Daras Trust

Date: January 2023

Person Specification

Teaching Assistant – Early Years

Qualifications		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Attainment of GCSE's (or equivalent) to include Maths and English (level 2 standard of qualification).	✓				
2.	Good levels of literacy and numeracy	✓				
3.	Completion of at TA qualification		✓			
4.	Team Teach trained		✓			

Experience		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	At least 2 years' experience of working with children	✓		✓		
2.	Experience of working with Early Years children		✓			

Knowledge	Essential	Desirable	How identified	For shortlisting only
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Criteria				Application form	Interview	Criteria met (application form)
1.	Knowledge of a particular area of the curriculum or children's needs (i.e. EYFS, TIS)	✓		✓		
2.	Knowledge of a range of issues relevant to education and child development.		✓	✓		

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Good organisational skills	✓		✓		
2.	Good communication skills	✓		✓	✓	
3.	Basic IT skills		✓	✓		
4.	Able to prioritise between different demands	✓		✓	✓	

Other		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Able to work to deadlines	✓		✓		
2.	Self-motivated, and able to work in a team	✓		✓	✓	
3.	Patient and friendly approach	✓			✓	
4.	Displays an awareness, understanding & commitment to the protection & safeguarding of	✓		✓	✓	

	children & young people					
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