



Wheatcroft Primary School
Job Description
H3

TITLE OF JOB : **TEACHING ASSISTANT - EYFS**
LOCATION : **Wheatcroft Primary School**
GRADE : **H3**

JOB OUTLINE

To provide high level support to teachers in the management of pupils' learning.

Responsibilities

- Have knowledge of the EYFS curriculum and expectations of pupils
- Develop a positive and supportive relationship with pupils. Be aware of and support difference, ensuring that pupils have equality of access to opportunities to learn and develop
- Work with individuals and small groups, operating as a key worker for specified groups of children, maintaining records as required
- Support groups within the class – e.g. phonics, circle times, focussed activity learning
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed including through observations
- Prepare classrooms and clear afterwards and assist with the display of pupils' work
- Provide clerical/admin support, e.g. photocopying, typing, filing, record keeping
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Liaise with parents and carers, under the direction of a teacher
- Assist with the development and implementation of individual education plans and personal care programmes.
- From time-to-time, help supervise whole classes during the short-term absence of a teacher.
- Assist in the care of the whole child, including toileting and changing as required. Prepare snack times and assist pupils while they access it. Undertake domestic jobs to ensure health & safety of all equipment.
- Establish constructive relationships with parents/carers with guidance from the teacher
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Keep up to date on relevant educational changes
- Maintain confidentiality

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with children of the relevant age
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
- Level 3 Qualification in Early Years Child Care & Education or equivalent
- Understanding of the curricular requirements of the school, these to include statutory requirements
- Competence in the use of ICT to support teaching and learning
- Undertake training and CPD as required

PHYSICAL EFFORT

To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?

The job will involve moving and setting up equipment and furniture. It may also involve lifting children after falls or accidents

WORKING ENVIRONMENT

To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment.

The job may include intimate care and changing of children after accidents. It may also include clearing up blood or other bodily fluids of children after accident or sudden illness.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head Teacher within the school as may be reasonably expected

This job description is current since September 2023, but in consultation, may be changed by the Management to reflect the changing needs of the school which are commensurate with the salary and job title.