

Early Years Teaching Assistant Grade: H3

Main purpose

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).

This role may also undertake some or all of the following:

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
6. Undertake moving and handling activities as required.

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.

Job Context

- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.
- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils, under the direction of a teacher or other professional.

- Provides assistance to pupils on social, welfare and health matters (toileting / dressing) and provides support to the teacher on behaviour management of pupils.

Knowledge, Skills & Abilities

- Working at NVQ level 2 in supporting teaching and learning or equivalent.
- Paediatric First Aid (This can be facilitated if needed for the successful candidate).
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.
- Requires knowledge and procedures for supporting and leading learning activities.
- Communicates with pupils to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff, parents/carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Supervision

- The jobholder will be managed by the Headteacher.
- Day to day direction/supervision will come from the class teacher or individual covering the class in the absence of the class teacher.
- The post holder will follow detailed instructions.
- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional.
- The post holder will have no supervision responsibilities of other staff.
- The post holder may demonstrate own duties to new or less experienced staff.

Dimensions

- Responsible for the careful and safe use equipment, such as play and standard ICT equipment.
- Will record basic pupil data.

Physical Effort

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/or working in awkward positions e.g., sitting on low chairs.
- Usually requires short periods of greater physical effort, such as manoeuvring pupils where necessary or assisting in physical activities.
- Assembly and clearing away of equipment.
- The job may involve lifting children, for example after falls or accidents.

Working Environment

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.