



NORTHSIDE

Primary School

Headteacher: **Mrs. Longworth**
Albert Street, North Finchley, London, N12 8JP
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JOB DESCRIPTION

Early Years Teaching Assistant – Grade F

Purpose of Job

In line with school policies and procedures and in collaboration with team colleagues, provide high quality care and education by implementing the Early Years Foundation Stage Framework.

Key accountabilities/duties/responsibilities

In collaboration with a team and under the overarching supervision of the class teacher:-

- Work as a member of a team, contributing to the planning, preparation, delivery and evaluation of learning experiences that will enhance children's physical, intellectual, emotional, social and moral development. Foster children's independence, self-reliance and social skills.
- Maintain a comfortable, safe and stimulating environment which supports and reflects diversity amongst the children and ensures that all children have equal access to learning and development opportunities. Implement the School's Equal's Opportunity Policy and work actively to overcome discrimination and stereotyping. Promote the inclusion of all children and provide an environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage pupils in all activities
- Support new children and their parents/carers upon admission into school.
- In collaboration with team colleagues be responsible for completion and collation of documentation related to children within the class digitally using Tapestry and manually.
- Implement agreed learning activities for individuals and groups of children, based on Development Matters in the Early Years Foundation stage (EYFS).
- Monitor and evaluate children's progress, development, attainments and responses in respect of learning activities, through observation, assessment and recording of attainment against pre-determined learning objectives in the EYFS and with reference to the school's policies and Ofsted regulations.

- Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Plan and evaluate daily, weekly and each term to meet the needs and interests of children, including those with additional needs. Plan, prepare and implement individual and group activities.
- In collaboration with the class teacher, take responsibility within the team for the “key person” role of a child or group of children, as defined by the EYFS. This involves planning, evaluation, observation, assessment, report writing, record keeping and attending meetings, case conference reviews, consultation with parents/carers etc.
- Under the guidance of teaching staff, may provide supervision of whole classes during planned and unplanned teacher absence. This will include implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Undertake the personal care of children as necessary which may also require the carrying out of basic medical procedures and/or administering of first aid for which training will have been provided.
- Liaise sensitively and effectively with parents/carers, as agreed with the teacher, and participate in feedback sessions/meetings with parents.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of Level 1 and Level 2 Teaching Assistants as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on educational visits, trips and out of school activities as required

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post develops. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The School's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school delivers.

PERSON SPECIFICATION

Reports to: Class teacher and the Early Years Leader

Knowledge, training and experience relevant to the post	Essential /Desirable
<ul style="list-style-type: none"> Educated to GCSE Grade A-C in English and Mathematics or equivalent 	E
<ul style="list-style-type: none"> NNEB/BTEC National Diploma or DCE Diploma (Diploma in Childcare and Education), NVQ3 in Early Years Childcare or equivalent level of qualification 	E
<ul style="list-style-type: none"> Thorough understanding of relevant policies and procedures such as child protection, health and safety, positive handling, key worker role, data protection, all school policies, e.g. Behaviour policy, Equal Opportunities policy, Attendance policy etc. 	E
<ul style="list-style-type: none"> Thorough understanding of Early Years Foundation Stage/Every Child Matters Framework 	E
<ul style="list-style-type: none"> Awareness of childhood illness, health issues, child development 	E
<ul style="list-style-type: none"> Ability to use ICT skills as appropriate for the job 	E
<ul style="list-style-type: none"> Knowledge of different cultures, beliefs and religions within school setting 	E
<ul style="list-style-type: none"> Knowledge of Special Educational Needs & Additional Support Needs requirements. How to apply individual Education, Health and Care plans and/or other support plans. 	E
Skills	
Planning, organising and controlling skills	
<ul style="list-style-type: none"> In collaboration with team colleagues, take responsibility to plan and implement appropriate activities for individuals and groups of children to maximise their learning opportunities 	E
<ul style="list-style-type: none"> Carry out a wider range of duties that are generally specific in nature, for example preparing the classroom or resources for an activity, recording pupil data and displaying pupils' work, 	E
<ul style="list-style-type: none"> Contribute to whole school policies and ensure their implementation 	E
<ul style="list-style-type: none"> In line with school policies and procedures and in collaboration with the class teacher within the key worker role be responsible for the planning, observation and assessment cycle 	E
<ul style="list-style-type: none"> In collaboration with colleagues develop an enabling learning environment, both indoors and outdoors 	E
<ul style="list-style-type: none"> Provide planned or unplanned cover of teacher/classes, managing the learning environment and pupil behaviour 	E
<ul style="list-style-type: none"> Be able to supervise the work of other staff and offer advice/support 	E
Communication and influencing skills	
<ul style="list-style-type: none"> Communication skills with early year's pupils to encourage social, emotional, educational and physical development and acceptable behaviour. 	E
<ul style="list-style-type: none"> Use language appropriate to child's particular needs, age, stage of development and culture 	E

<ul style="list-style-type: none"> In line with information sharing protocol and in liaison with the class teacher, build and maintain effective working relationships with parents/carers, colleagues and other agencies/professionals, maintaining high professional standards and boundaries at all times 	E
<ul style="list-style-type: none"> Involve and inform parents/carers of their child's progress and development, meeting with them as appropriate to share information and through daily informal contacts, term time contacts, consultations and curriculum workshops. This includes parents/carers for whom English is an additional language 	E
<ul style="list-style-type: none"> Develop home/school links by participating in home/school visiting, encouraging and promoting parental/carer involvement in a range of school activities. 	E
<ul style="list-style-type: none"> Work in partnership with teams across the school, supporting the induction of new staff. 	E
Initiative and Innovation skills	
<ul style="list-style-type: none"> Guide and support pupils in their personal, emotional and social development reporting problems to the teacher as appropriate 	E
<ul style="list-style-type: none"> Provide the teacher with feedback on pupil progress, achievements and problems 	E
<ul style="list-style-type: none"> Support the teacher in managing pupil behaviour 	E
<ul style="list-style-type: none"> Develop, implement and adapt agreed learning activities amending the approach according to pupil responses/needs 	E
<ul style="list-style-type: none"> Implement local and national learning initiatives and make effective use of opportunities provided by other learning activities to support the development of relevant skills 	E
<ul style="list-style-type: none"> Assist with the supervision of pupils outside of lesson times, such as at lunchtime and playtime 	E
<ul style="list-style-type: none"> Assist with organising and supporting school medical visits, educational visits and special events 	